

IV. ADMINISTRATIVE GUIDELINES

- Renewal agreement travel for a period of not less than 12 months from the date of return to the same or different overseas official station.

If employees do not fulfill the terms of the service agreement, employees are liable to the federal government for all relocation expenses reimbursed to employees or the federal government directly paid. However, if the reasons for not fulfilling the terms of the service agreement are beyond employees' control and are acceptable to the EPA, the program offices may release employees from the service agreement. In order to assert a claim for relocation expenses, the EPA must follow the claims collection procedures under 40 CFR Part 13.

BENEFITS AND TIME LIMITATIONS

Benefits

Employees are automatically entitled to certain relocation benefits, unless the EPA clearly states *no payment* for relocation expenses on a vacancy announcement or other public notice advertising positions; the EPA transfers employees to new official stations at employees' requests for their benefit; or the change in official station is pursuant to a training assignment and the EPA decides to pay less than the entire cost of the relocation.

If the EPA offers relocation benefits under a vacancy announcement or transfers employees in the interest of the federal government, the EPA may not decide to limit the benefits unilaterally or negotiate with employees or potential employees to limit relocation benefit. The only exception is house-hunting and enlistment in the Home Relocation Program, which the EPA may or may not authorize for transferring employees. Further, employees cannot waive entitlement to benefits authorized by statute.

Time

The EPA follows the Federal Travel Regulation for time limitation for completing all aspects of relocation. Contact the Federal Employee Relocation Center for the actual deadlines. The program offices should encourage employees to begin travel as soon as possible after authorization for travel is approved. The program offices must inform employees that they must complete all phases of relocation within the deadline provided in the Federal Travel Regulation.

DISTANCE REQUIREMENT TO NEW OFFICIAL STATION

The transfer to a new official station requires a distance of at least 50 miles from the old official station. A change of residence of a relatively short distance is not considered *incident to the change of official station*, unless one-way commuting distance from the old residence to the new official station is at least 10 miles greater than from the old residence to the old official station. Even then circumstances surrounding a particular case, such as relative commuting time, may suggest that the move of residence location was not incident to the change of official station.

EN ROUTE TRAVEL MINIMUM DAILY DRIVING DISTANCE

The EPA requirement for minimum daily driving distance is 300 miles. Employees must travel according to the authorized itinerary and use the direct travel route. Deviations from the authorized itinerary are allowed if the EPA's mission dictates use of an alternate route. If a deviation occurs,

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employees must provide a statement on their travel claims explaining the circumstances that caused the delay and show that authorizing officials approved the exception to the daily minimum driving distance. If employees choose, for personal convenience, to use an alternate route and incur additional expenses, employees pay the additional expenses.

EXPENSES INCLUDED IN MEALS AND INCIDENTALS

Meals and incidental expenses allowances include all charges for meals; all fees and tips to waiters, porters, baggage carriers, bellhops, cleaning room services and dining room stewards; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; and transportation between places of lodging or business and places where meals are taken. If the EPA provides meals and incidental expenses reimbursement on an actual cost basis, alcoholic beverage and entertainment expenses and any expenses incurred for others are not allowable.

Employees must know that they may incur expenses in a foreign location that are not reimbursable under the Federal Travel Regulation such as rental of garage space, insurance on the property, agent's fee mandatory under local law or custom and interest on a loan from an American institution to finance *key money* or rental deposits paid to a landlord.

REDUCED PER DIEM

When meals and lodging are furnished to employees without charge or at a nominal cost or any other known factors that result in subsistence expenses at a lower amount than the applicable rate, travel authorizing officials should approve reduced rates that match the known expense level. Employees must not claim any gifts of meals. In such cases, the per diem rate authorized is payable without receipts.

TRAVEL AUTHORIZATION

Relocation allowances require approval on the travel authorization. The Federal Employee Relocation Center generates a travel authorization for domestic or international travel to establish the EPA's authority to pay the cost of employees' change of official station expenses to the new official station. Employees are responsible for expenses not authorized or incurred contrary to governing regulations. The Federal Travel Regulation establishes the maximum allowable time to incur authorized expenses for the transfer to the new official station. The travel authorization:

- Provides employees with information regarding what expenses the program offices pay.
- Provides travel service vendors with necessary documentation for use of travel programs.
- Provides financial information necessary for budgetary planning.
- Identifies purpose of travel, such as change of official station.

Itinerary, Purpose and Other Details are required in a statement that the transfer is advantageous to the EPA and that employees have signed the required agreements to remain in federal government service. Employees should identify, if applicable, the first names of spouse and children, and the ages of the children. If use of two privately owned vehicles is necessary, the travel authorization should include appropriate authorization and justification.

The relocation travel authorization *must* include:

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- Names of employees.
- Signatures of proper authorizing officials.
- Purpose of travel, which is a change of official station.
- Any conditions or limitations on the travel authorization.
- Estimates of travel costs.
- Statements that employees are authorized to relocate.

The relocation travel authorization *should* also include:

- En-route travel expenses.
- House-hunting expenses.
- The number of days authorized for occupancy of temporary quarters. The initial authorization should not exceed 60 days. In some cases the program offices may authorize an additional 60 days.
- Estimated expenses for both residence sale and purchase.
- Estimated miscellaneous moving expenses.
- For withholding tax allowance and relocation income tax allowance, 28 percent is the withholding tax rate on the taxable portions of the relocation under Internal Revenue Service Publication 521.
- The number of days authorized for temporary storage of the household goods.
- All pertinent information from the New Appointee or Employee Questionnaire.
- The signature of an official who is authorized to approve permanent change of official station and first duty moves under Delegations 1-17-A and 1-17-B.

TRAVEL VOUCHER SUBMISSION AND PAYMENT**Documentation**

No reimbursements are made without approval of *four* specific documents before employees incur expenses. The four specific documents: The EPA *Travel Authorization*.

- Standard Form 50, *Notification of Personnel Action* or a signed copy of Standard Form 52, *Request for Personnel Action*.
- The EPA Form 3100-1, *Agreement to Remain in the Government Service*. Employee must agree in writing to remain in the service of the federal government for 12 months following the effective date of transfer.
- The EPA *Travel Voucher*. For per diem calculations, vouchers must include the date and time of departure from the old official station and the date and arrival time at the new official station.

For international relocation, in addition to the above documents, employees must submit:

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- Optional Form 126, *Residence and Dependency Report*.
- Standard Form 1190, *Foreign Allowances Application, Grant and Report*.

Claims for Travel Expenses

Upon completion of official travel, employees should contact the Federal Employee Relocation Center Relocation Counselor for creation of travel vouchers and then submit the original signed travel vouchers, together with any required receipts, to the Federal Employee Relocation Center for reimbursement.

The Federal Employee Relocation Center provides reimbursement to employees for all approved relocation travel claims according to the *Prompt Payment Act*. Employees should not claim the transportation expense charged to the centrally billed account, but should note it on the front of their travel voucher.

Travel vouchers must show actual expenses incurred. Reimbursement may not exceed the maximum allowed. Employees should file travel vouchers in succession of the event, e.g., house-hunting, en route travel, temporary quarters, transportation and storage of household goods, miscellaneous expense and real estate. Employees may combine these expenses on the travel vouchers; however, employees must submit travel vouchers within 5 business days after completion of the trip for house hunting and en route travel and every 30 days for temporary quarters allowance. Travel authorizing officials or designees, e.g., supervisors of employees, must review and sign travel vouchers to confirm authorization for relocation travel.

Travel authorizing officials must have full knowledge of employees' activities. These officials must ensure that:

- Claims are properly prepared under federal government regulations and the EPA's relocations procedures.
- Copies of authorization for travel are provided.
- Types of claimed expenses are authorized and allowable expenses.
- Amounts claimed are accurate.
- The required receipts, statements and justifications are submitted with the travel voucher.

Disallowance of Claims for Travel Expenses

The Federal Employee Relocation Center may disallow claims if employees:

- Do not properly itemize expenses.
- Do not provide required receipts or other documentation to support the claim.
- Claim an expense that is not authorized.
- Do not have a signed service agreement.

If claims are disallowed, the Federal Employee Relocation Center:

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- Pays employees the amount of the relocation travel claims that is not in dispute.
- Notifies employees and the appropriate program offices that claims were disallowed with a detailed explanation.
- Tells employees how to appeal disallowances if employees want to appeal.

Reimbursement Time Frame

The allowable reimbursement time for the Federal Employee Relocation Center to authorize reimbursement for employees is within 30 calendar days after employees submit proper relocation travel claims to the Federal Employees Relocation Center. This period does not begin until the Federal Employee Relocation Center determines that employees' relocation claims comply with applicable federal government regulations and the EPA policies. For example, relocation travel claims sent by regular mail, under the EPA's policy, are annotated with the time and date the Federal Employees Regulation Center receives them. Employees must provide their new mailing address and new personal accounting information to the Federal Employee Relocation Center Relocation Counselor to receive payments in a timely manner.

Validity of Travel Claims

The certifying officer in the Office of the Chief Financial Officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of travel claims; however:

- Employees must ensure all relocation travel expenses are prudent and necessary and submit expenses in the form of proper travel claims.
- Travel authorizing officials should review completed travel claims to ensure that travel claims are properly prepared under federal government and the EPA relocation procedures prior to authorizing travel claims for payment.

V. NEW APPOINTEES AND TRANSFEREES**NEW APPOINTEES**

For new appointees or student trainees assigned to a first official station, the EPA may or may not pay or reimburse employees for relocation expenses provided in Federal Travel Regulation 302-3.2 through 302-3.5. Agency policy on paying relocation expenses for new appointees is found in the EPA Order 3110.20 available at http://intranet.epa.gov/ohr/rmpolicy/ads/orders/3110_20.pdf. However, once the EPA decides to pay or reimburse relocation expenses, all mandatory relocation allowances are paid, unless otherwise stated in the Federal Travel Regulation.

Generally, employees are not reimbursed for relocation expenses incurred before employees are appointed to a federal government position and have signed an agreement to remain in federal government service for 12 months after the appointment. However, there is an exception for appointees who have performed Presidential transition activities. These appointees may receive reimbursement for allowable travel and transportation expenses incurred at any time following the most recent Presidential election after they sign service agreements. However, appointments must occur in the same fiscal year as the Presidential transition activities.

TRANSFERRED EMPLOYEES

Agency policy on paying relocation expenses for employees whose transfers are in the best interest of the federal government as opposed for employees' convenience and at their request is found in the EPA Order 3110.20. For employees who transfer, mandatory and discretionary relocation expenses are available. If the EPA decides to pay or reimburse relocation expenses all mandatory allowances are paid or reimbursed. Federal Travel Regulation 302-3.101 provides guidelines for mandatory and discretionary relocation allowances.

TYPES OF TRANSFERS**Permanent Change of Official Station**

Permanent change of official station is an assignment of new appointees to official stations or the transfer of employees from one official station to another on a permanent basis. Federal Travel Regulation Part 304 provides guidelines for allowances associated with permanent change of official station.

Relocation of Two or More Employed Immediate Family Members

When rate allowances are authorized, the EPA must not make duplicate reimbursement for the same claimed expenses. When both employees and immediate family members transfer in the interest of the federal government, both employees must provide the EPA with the names of non-employee family members to receive allowances under each travel authorization.

Only one of the employees may claim allowances for non-employee members of the immediate family. Include non-employee members on only one travel authorization. Employees who are identified as immediate family members and their transfer is not in the interest of the federal government receive relocation allowances, but solely as members of the immediate family. When both employees transfer in the interest of the federal government, both must provide:

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- A signed document stating the method of authorization the employees select *separate* or *a single* authorization.
- A written and signed copy of the names of non-employee members to receive allowances under the employees' travel authorization. If the employees select to receive separate travel authorizations, they must inform their program office.

Temporary Change of Official Station

The temporary change of official station is relocation to a new official station for a temporary period for employees who perform long-term assignments and they later return to their previous official station upon completion of the assignments. The temporary change of official station provides an alternative to a long-term temporary duty travel assignment, which may qualify as advantageous to or in the interest of the federal government.

The temporary change of official station is a new option that the EPA implements to ensure accomplishment of the agency's mission. When the appropriate EPA officials tell employees to perform a temporary change of official station at a long-term duty location, employees are eligible for payment of temporary duty travel allowances authorized under Federal Travel Regulation Chapter 301. Federal Travel Regulation Chapter 302, Subpart E, Employee's Temporary Change of Official Stations provides guidance for specific topics:

- Expenses Paid Upon Assignment.
- Expenses Paid During Assignment.
- Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service.
- Permanent Assignment to Temporary Official Station.

The EPA *does not* require employees to sign service agreements to qualify for temporary change of official station. Under Federal Travel Regulation 302-3.403, a temporary change of official station *is not* an option for:

- New appointees.
- Employees assigned to or from a state or local government under the Intergovernmental Personnel Act. Reference is 5 U.S.C. 3372 *et seq.*
- Individuals employed intermittently in federal government service as consultants or experts and paid on a daily when-actually-employed basis. • Individuals serving without pay or at one dollar a year.
- Employees assigned for training under the Government Employees Training Act Reference is 5 U.S.C. 4109.

EPA authorizes a temporary change of official station when:

- There is a need to effectively and economically accomplish the EPA's mission.
- Appropriate authorizing officials approve employees to perform long-term assignments at other official stations.

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- The EPA otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under Federal Travel Regulation Chapter 301 for the long-term assignment.
- The Office of Human Resources and employees' program offices determine that the temporary transfer is more advantageous, cost and other factors considered, to authorize long-term assignments.
- Employees meet any additional conditions that the Office of Human Resources and the program offices require.

If the EPA authorizes a temporary change of official station, employees do not have the option to elect payment of per diem expenses under Federal Travel Regulation Part 301-11. The EPA may authorize a temporary change of official station only when the assignment is expected to last at least 6 months, but less than 30 months. If the assignment is cut short for reasons beyond employees' control and the Office of Human Resources and employees' program offices agree, employees receive the temporary change of official station expenses. If employees end assignments to separate from federal government service, they are not allowed temporary change of official station expenses.

If the assignment exceeds 30 months, the EPA:

- Must permanently assign employees to their new official station at the temporary change of official station location or return employees to their previous official station.
- May not pay for extended storage or property management services incurred after the last day of month 30.
- Must pay the expenses of returning employees and their immediate family members and household goods to the previous official station unless employees are permanently assigned to the temporary official station.

The location of the temporary change of official station must meet the EPA required minimum distance, 50 miles, between an official station and a temporary change of official station location. Employees' official station during the temporary change of official station is the location of the temporary change of official station. See Federal Travel Regulation 302-3.101 for a table of allowances that the program offices may or may not pay for the temporary change of official station. Federal Travel Regulation 3023.205 through 302-3.315 provides information on the following additional types of transfers:

- Reduction in Force Relocation.
- Overseas Assignment and Return.
- Overseas Tour Renewal Agreement Travel.
- Prior Return of Immediate Family Members.
- Overseas to United States Return for Separation.
- Senior Executive Service Separation for Retirement.
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Last Move Home for Senior Executive Service Career Appointees upon Separation.

VI. ALLOWANCES AND REIMBURSEMENTS**EN ROUTE EXPENSES**

Allowances under Federal Travel Regulation 302-4.300 and 302-4.302 apply for each privately owned vehicle that the EPA authorizes. The mileage rate is based on the number of occupants who are the employees' immediate family members, under the Federal Travel Regulation. Mileage for a privately owned vehicle is not authorized for overseas tour renewal agreement travel.

The EPA may authorize a higher mileage rate not to exceed the maximum rate stated in Federal Travel Regulation 301-11.303. Employees must justify mileage in excess of the standard highway mileage guide numbers. Employees may request advance of funds for per diem and mileage allowances for relocation travel, except for overseas tour renewal agreement travel.

Bridge, road and tunnel tolls are reimbursable in addition to mileage. Employees should record odometer readings and keep track of any tolls paid. Reimbursement is limited to direct travel from the old to the new official station.

EN ROUTE PER DIEM

Per diem for en route relocation travel between the old and new official stations is the standard continental United States rate. The applicable Federal Travel Regulation Per Diem Bulletins are available at <http://www.gsa.gov/perdiem>. Reimbursement must comply with Federal Travel Regulation 301-11.100 through 301-11.102.

Per diem is not allowed for travel of 12 hours or less. When the travel period is more than 12 hours, per diem rates for meals and incidental expenses are prorated as explained in Federal Travel Regulation 301-11.101.

Authorized en route travel days and per diem are determined for the number of authorized travel days based on the minimum travel of 300 miles per day. For example, if travel authorizing officials provide a per diem rate of \$12 for employees and a reasonable minimum driving distance of 300 miles a day, the per diem amount is \$4 for each 100 miles or fraction of 100 miles traveled between the old and new official stations.

Federal Travel Regulation 302-4.200 through 302-4.202 explains when per diem for permanent change of official station employees and their immediate family members are not authorized. Federal Travel Regulation 302.4-203 through 302-4.206 provides instructions for transferred employees and their immediate family members.

HOUSE HUNTING EXPENSES

The program offices and regions have discretionary authority to pay or not pay expenses for a househunting trip. The program offices and regions may authorize only one round trip for employees and spouses in connection with a particular transfer.

Employees must meet any additional conditions the program offices and regions establish. Employees may begin house-hunting trips as soon as the EPA notifies employees of their transfer and issues TAs

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for house-hunting trips. Employees, spouses or both must complete house-hunting trips consistent with Federal Travel Regulation 302-5.12.

Travel authorizations are issued only for employees, employees and spouses or only for spouses. Travel authorizations must specify the mode of transportation; the period of time allowed for the trip; and, in the case of employees, the duty reporting date at the new official station. In authorizing or allowing a particular mode of transportation, consideration is given to minimizing time for en route travel and maximizing time at the new official station.

Official Travel Period

Official travel begins at the time employees leave home, office or another point of departure and ends when employees return home or to another point at the conclusion of the trip as stated on the travel authorization. Employees are expected to return to the official station after completion of house-hunting trips without unreasonable delay. If a GSA contract carrier is used, e.g., airline, the return trip requires use of the same GSA contract carrier on the first available schedule or if not more expensive, take into consideration savings in per diem expenses and working time, for a different mode of travel. Employees report to work at the established time in effect at the current official station.

Local Transportation Allowable

For house-hunting purposes, reasonable expenses for local transportation at the new official station are allowed. Local transportation, such as local transit systems, the GSA contract rental or other commercially rented automobiles or privately owned vehicles are authorized. Ensure that the mode of transportation is consistent with that stated on the travel authorization for travel to and from the new official station. Expenses for use of taxis are limited to transportation between depots, airports or other carrier terminals and places of lodging.

Allowable Expenses**Per Diem**

Maximum amounts reimbursable for lodging and the meals and incidental expenses vary for each city or locality and are provided in *Prescribed Maximum Per Diem Rates for the Continental United States*, which the Federal Employee Relocation Center provides or is available at www.gsa.gov/perdiem. The EPA reimburses house-hunting trip expenses as indicated in Federal Travel Regulation 302-5.13.

Receipts

Agency policy requires the EPA employees to provide receipts for lodging or hotel, common carrier, e.g., air, rail or bus transportation, rental car and registration fees, *regardless of the amount* and any other expense over \$75 or the employees provide a reason acceptable to appropriate travel authorizing officials why the necessary receipts are unavailable. The GSA has advised that it is permissible for the EPA to have a more stringent policy on providing receipts than that contained in Federal Travel Regulation 301-11.25.

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The EPA pays transportation expenses not to exceed the cost of transportation for the authorized modes in Federal Travel Regulation 302-5.14. All tickets for employees and spouses are secured in advance or on either the employees' federal government travel cards or the EPA's centrally billed account.

The EPA employees must use coach-class accommodations unless the Chief Financial Officer, Deputy Chief Financial Officer or designee approves an exception to use other than coach-class, *first-class*, accommodations. Note: The Office of Inspector General approves for its employees. Federal Travel Regulation 301-10.123 provides the conditions for an exception for first-class accommodations. Additionally, authority to approve other than coach-class, *business-class* accommodations is delegated to specific officials.

Refer to the EPA Delegations 1-17-A, 1-17-B and 1-17-C for specific authorities delegated. Federal Travel Regulation 301-10.123 also provides the conditions for an exception for business-class accommodations.

To receive reimbursement for house-hunting trip transportation expenses, employees must itemize transportation expenses and provide receipts as required in Federal Travel Regulation 301-11.25, 301-11.306 and 301-52.4(b). For reimbursement of per diem house-hunting trip subsistence expenses, employees must itemize lodging expenses and must provide receipts as required in Federal Travel Regulation 301-11.25, 301-11.306 and 301-52.4(b). Employees should submit receipts to the Federal Employee Relocation Center Relocation Counselor assigned to the employees for creation of househunting trip vouchers.

TEMPORARY QUARTERS SUBSISTENCE EXPENSES

The EPA is not required to authorize payment of a temporary quarters subsistence expense allowance (Federal Travel Regulation 302-6.6). The program offices must determine whether it is in the interest of the federal government to pay a temporary quarters subsistence expense. The program offices may authorize a temporary quarters subsistence expense allowance on a case-by-case basis when use of temporary quarters is justified in connection with the employees' transfer to a new official station.

A temporary quarters subsistence expense does not include local transportation expenses incurred during occupancy of temporary quarters (Federal Travel Regulation 302-6.18). The program offices may not authorize a temporary quarters subsistence expense allowance for vacation purposes or other reasons unrelated to the transfer. Employees receive the temporary quarters subsistence expense allowances if the program offices authorize the allowances before employees occupy temporary quarters.

Temporary Quarters Subsistence Expense Considerations

When occupied quarters are a permanent type, e.g., house, apartment, employees must explain that such arrangements are temporary. If the temporary quarters change to permanent residence quarters,

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employees may receive the temporary quarters subsistence expense allowances only when employees provide adequate justification to the EPA authorizing officials that the employees initially intended to occupy the quarters temporarily.

Exception to Distance Requirement

The required distance between the new official station and old residence is 50 miles or more for reimbursement of the temporary quarters subsistence expense. However, expenses for temporary quarters are allowable for the period during the time that employees await arrival of household goods shipped from the old to the new residence provided that use of such quarters starts no later than the maximum time for beginning allowable travel and transportation. All mileage measurements are determined according to map distances along a usually traveled route.

Receipts

Lodging, laundry, cleaning and pressing of clothing, except when coin-operated machines are used, require receipts for reimbursement. Employees must include amounts spent daily for lodging, meals and all other items on their travel vouchers. To support claims, employees must provide itemized lists of actual expenses incurred on a daily basis and totaled for each 30-day period. Reimbursement must not exceed the appropriate maximum daily rates.

Credit card account summaries are *not* acceptable as receipts. If receipts are lost or destroyed or are impractical to obtain, employees must submit travel vouchers with an explanation, including the name and address of the lodging facility, the dates when lodging was obtained and used and the cost incurred. Authorizing officials may require employees to obtain copies of lost or destroyed receipts from the lodging establishment. *The exception for lost or misplaced receipts may only be granted once during a relocation trip.*

Non-Commercial Lodging

If employees obtain lodging from relatives, friends or members of the immediate family, employees are not eligible for reimbursement of lodging expenses. However, travel authorizing officials may determine whether employees are eligible for meals and incidentals.

Reimbursement for Temporary Quarters Subsistence Expense

The program offices have discretion to reimburse employees for a temporary quarters subsistence expense under the *actual expense* method or the *fixed amount reimbursement* method to ensure the most cost effective method for the federal government. Each method is discussed below.

Actual Temporary Quarters Subsistence Expense Method

The program offices may pay the actual temporary quarters subsistence expense incurred provided the expenses are reasonable, do not exceed the maximum allowable amount under the standard continental

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United States per diem rate for the location and directly relate to occupying temporary quarters. Allowable expenses include lodging expenses as well as the meals and incidental expenses. Employees may use the entire allowable amount for lodging and not claim the meals and incidental expenses.

Example: Employees may claim 100 percent of the standard continental United States per diem rate for lodging and \$0.00 for meals and incidentals. The maximum daily amount of temporary quarters subsistence expense for the actual expense method is explained in Federal Travel Regulation 302-6.100 and the applicable per diem rate is in Federal Travel Regulation 302-6.102.

Advance of Funds for Temporary Quarters Subsistence Expense

If authorized under Federal Travel Regulation 302-2.20, the EPA may advance up to 80 percent of the amount of funds necessary to cover the estimated the temporary quarters subsistence expense for 30 days. The EPA subsequently may advance funds for each additional 30-day period.

Extensions to Time Limitation

The program offices may authorize employees to claim actual temporary quarters subsistence expense in increments of 30 days or less, not to exceed 60 consecutive days. However, if the program offices determine there is a compelling reason for employees to continue occupying temporary quarters after 60 consecutive days, the program offices may authorize an extension of up to 60 additional consecutive days. Employees are not authorized under any circumstances, reimbursement for actual temporary quarters subsistence expense for more than a total of 120 consecutive days.

LUMP SUM REIMBURSEMENT

If the program offices select or offer employees the lump sum temporary quarters subsistence expense reimbursement method, employees receive a lump sum for up to 30 days. *No extensions* are allowed under the lump sum method. See Federal Travel Regulation 302-6.200.

To determine payment for the lump sum reimbursement method allowed in Federal Travel Regulation 302-6.201, multiply the total number of days the employees' program offices authorized temporary quarters subsistence expense by 0.75 times the maximum per diem rate, e.g., lodging plus meals and incidental expenses, for the locality of the new official station. Then for each member of the employees' immediate family, multiply the same number of days by 0.25 times the same per diem rate. Payment for employees is the sum of this calculation.

ALLOWANCE FOR MISCELLANEOUS EXPENSES

The program offices must not authorize an advance of funds for the miscellaneous expenses allowance. The program offices authorize the miscellaneous expenses listed in Federal Travel Regulation 302-16.1. Eligibility requirements are listed in Federal Travel Regulation 302-16.3.

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Do not use the miscellaneous expenses allowance to reimburse costs or expenses incurred that exceed the maximum under statute; costs or expenses incurred but are disallowed elsewhere in this policy or the Federal Travel Regulation; or costs reimbursed under other provisions of law or regulations. Additional restrictions are listed in Federal Travel Regulation 302-16.202 through 302-16.203.

Miscellaneous expenses are payable in a lump sum of \$500 or one week's pay, whichever is less if employees travel without their family or a lump sum of \$1,000 or two weeks' pay, whichever is less if employees travel with their family. Federal Travel Regulation Part 302-16 provides additional information.

**VII. HOUSEHOLD GOODS/OTHER TRANSPORTATION AND STORAGE
ALLOWABLE GOODS AND LOSS**

Personal property that the EPA may pay to transport includes household furnishings, equipment, appliances, furniture, clothing, books and other personal effects belonging to employees and their immediate family at the time shipment or storage begins. Property acquired en route is not eligible for transportation at federal government expense.

The Federal Employee Relocation Center advises employees on the EPA's liability for loss or damage to household goods under the provision of Title 31 U.S.C. 3721-3723. Employees should not include in the household goods shipment (1) irreplaceable items, (2) items of extremely high monetary value or (3) items with sentimental value. Employees or their immediate family members should personally transport these items. Employees, at their own expense, may purchase additional insurance to cover any loss or damage. The Federal Employee Relocation Center-selected contractors for shipment of household goods do not provide special security for irreplaceable, highly-valuable or sentimental items.

When commercial household goods carriers transport employees' household goods under the commuted rate or actual expense method, carriers accept limited liability for any loss or damage according to the household goods carrier tariffs. Federal Travel Regulation Part 302-11 provides information on selfdrive equipment for transport of household goods for a do-it-yourself move and for any loss or damage that the household goods carriers do not cover.

PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT

The program offices should authorize the actual expense method for transporting employees' professional books, papers and equipment only when the weight of professional books, papers and equipment causes the employees' shipments to exceed the maximum 18,000 pounds. The program offices have sole discretion to authorize transportation of professional books, papers and equipment.

Transportation Method Available

The EPA Federal Employee Relocation Center currently uses the actual expense method. The Federal Employee Relocation Center may consider the commuted-rate method on a case-by-case basis according to Federal Travel Regulation Part 302, Subchapter D, Transportation and Storage of Property, Part 302-7, Subpart B 302-7.100.

Actual Expense Method

Under the actual expense method, the federal government ships the household goods, not employees. This method is used within the EPA for all instances where a GSA cost comparison reveals that this method results in expected savings to the federal government of \$100 or more. Under this method, the federal government assumes responsibility for awarding contracts and other negotiations with carriers.

Selection of carriers, arranging for packing and crating, preparing the government bill of lading and paying charges incurred, are the direct responsibility of the EPA. For processing any loss or damage claims, employees must *initially* file a claim with the carriers. Subsequently, employees may file claims with the Claims Officer pursuant to the EPA regulations at 40 CFR Part 14.

VII. HOUSEHOLD GOODS/OTHER TRANSPORTATION AND STORAGE TIME LIMITATION ON TEMPORARY STORAGE

The time allowed for temporary storage may not exceed 90 days. However, upon employees' written requests and the necessary EPA approval, delegated officials (Delegation 1-17-A) may extend the initial 90-day period an additional period, not to exceed 90 days, under Federal Travel Regulation 302-7.9.

EXTENDED STORAGE OF HOUSEHOLD GOODS

The program offices may authorize extended storage of household goods under Federal Travel Regulation 302-8.1. The Federal Employee Relocation Center indicates on the travel authorization the specific allowances authorized. An advance of funds is not permitted for storage allowances of household goods. Employees may transport a portion of the household goods to the official station and store the remainder at the EPA's expense, if the program offices authorize it. The combined weight, however, of the household goods stored and transported must not exceed the maximum 18,000 pounds net weight.

Employees may change from temporary to extended storage, if the program offices authorize the change. Employees may change from storage at their personal expense to extended storage at the EPA's expense, if the program offices authorize the change. All other conditions pertaining to extended storage are listed in Federal Travel Regulation Part 302-8, Subparts A, B, C, D and E.

**VIII. PRIVATELY OWNED VEHICLE TRANSPORTATION AND EMERGENCY STORAGE
TRANSPORTATION AND EMERGENCY STORAGE OF PRIVATELY OWNED VEHICLE**

The EPA is not required to authorize transportation or emergency storage of employees' privately owned vehicles. However, if the program offices authorize transportation of privately owned vehicles to the new official station and employees fulfill their service agreement, the EPA must pay the cost of returning privately owned vehicles to the employees' old official station or the new official station. Authorized reimbursement is limited to allowances provided in Federal Travel Regulation Part 302-4 for travel and transportation expenses, which employees and their immediate family members incur enroute.

The program offices may only authorize transportation of a passenger automobile, station wagon, light truck or other similar vehicle used primarily for personal transportation and if necessary storage under emergency circumstances. Travel authorizing officials may approve transportation of privately owned vehicles. Approval requires a justification attached to the travel authorization to show that transporting the employees' privately owned vehicles is the most cost effective option for the federal government. The justification must include the:

- Estimated cost for use of privately owned vehicles as the mode of travel for employees and their family.
- Cost of transporting privately owned vehicles.
- Estimated cost for travel and transportation of employees and their family if privately owned vehicles are transported.
- Productivity benefit derived from employees' accelerated arrival at the new official station.

Transportation Expenses Allowed

The EPA may authorize an allowance for emergency storage to protect privately owned vehicles transported to the new official station when the program offices determine that the new official station is within a zone where the employees' immediate family and household goods are relocated. Payment includes all necessary storage expenses, e.g., readying privately owned vehicles for storage, local transportation to point of storage, storage, readying privately owned vehicles for use after storage and local transportation from the point of storage. Employees pay insurance for the privately owned vehicles, unless the program offices grant special approval for financial hardship, due to extended storage requirements and include the special approval on the travel authorization. The program offices may authorize transportation consistent with the guidelines in Federal Travel Regulation Part 302-4 and 302-9.140 through 302-9.304.

**VIII. PRIVATELY OWNED VEHICLE TRANSPORTATION AND EMERGENCY STORAGE
MOBILE HOMES AND BOATS USED AS A PRIMARY RESIDENCE**

For transportation of mobile homes at the EPA's expense, employees must certify that they will use the mobile homes at the new official station as the employees' primary residence and the primary residence for the immediate family under Federal Travel Regulation Parts 302-5, 302-6 and 302-11 and the EPA pays accordingly. If employees are eligible for transportation of household goods, employees are reimbursed to transport their mobile home instead of the household goods shipment, not to exceed what the EPA would incur for transportation of the employees' household goods and 90 days of temporary storage.

Computation of Distance

The EPA uses the distance shown in standard highway mileage guides or the EPA's designated official table of distances or actual miles driven determined from the employees' odometer readings, between the authorized origin and destination within the continental United States and Alaska. Any deviation from the distances indicated in standard highway mileage guides or the EPA's official table of distances requires employees' full explanation that is acceptable to the employees' program offices.

Computation of Allowances

The EPA allows costs for use of commercial carriers to transport employees' mobile homes over land or over water as outlined in Federal Travel Regulation 302-10.200 through 302-10.207. The mileage allowance is 11 cents per mile when employees transport mobile homes over land using other than commercial means, e.g., privately owned vehicles. This is in addition to the mileage allowance prescribed for driving privately owned vehicles under Federal Travel Regulation Part 302-4.

Advance of Funds

The EPA *does not* authorize advance of funds for employees when the EPA pays the carriers directly for transportation services for employees. Employees may receive an advance of funds based on constructive or estimated cost when employees are responsible for arranging and paying commercial carriers to transport the employees' mobile homes. However, the advance may not exceed the estimated amount allowable.

IX. INTERNATIONAL RELOCATION

This section provides information for the EPA employees and their family who are overseas under permanent change of official station assignments. The EPA employees assigned abroad under Interagency Agreements should also find this section useful. Certain interagency agreements, such as the Agency for International Development agreements and Participating Agency Service Agreement, may include entitlements covered in the Department of State Standardized Regulations that do not apply to the EPA civilian employees traveling under the Federal Travel Regulation or the Department of State Standardized Regulations. Additionally, the EPA may pay all or part of the cost of relocations for training assignments that the Government Employees Training Act authorizes.

This section does not apply to Commissioned Officers. Commissioned Officers are governed under the Joint Federal Travel Regulations for permanent change of official station assignments.

The EPA may pay international change of official station allowances for employees when the transfer is in the interest of the federal government, *not primarily for the convenience or benefit* of employees or at the request of employees. An overseas tour of duty is at least 12 months or as long as 36 months. *International travel is not authorized when scheduled within 3 months of employees' expected departure from the EPA or the expected transfer of employees' international duties to other employees.*

All international relocations require authorization from officials designated to approve international travel. See the EPA Delegation 1-17-B. Designated officials must review and sign the travel authorization for approval.

GENERAL POLICY**Arranging for Shipment**

The EPA does not pay for transportation of property acquired while en route from the old to the new official station. For shipment of reference books or similar items of personal property used in official work, employees must obtain advance administrative approval from the new official station.

The EPA uses the government bill of lading method for shipping household goods. The EPA has and intends to continue to maintain a procurement contract with a shipping company that specializes in international household goods shipment. The EPA assumes the responsibility for coordinating with carriers and employees, preparing the government bill of lading and auditing and paying for transportation.

The government bill of lading covers packing, loading, transporting, unloading and unpacking. If the shipment is over the allowable 18,000 pounds, the Cincinnati Finance Center bills employees the prorated portion of the total costs of the government bill of lading, less extra insurance, which is billed in total to employees.

Excess Baggage

IX. INTERNATIONAL RELOCATION

The program offices must show authorization for excess baggage allowance on the travel authorization. The weight limit is the same as unaccompanied baggage, which is explained below. International air carriers usually specify the number of pieces of luggage and maximum dimensions allowed per traveler. Employees should check with each air carrier or appropriate Travel Management Center.

Unaccompanied Baggage

Employees are entitled to unaccompanied baggage when they travel for the Department of State. This allowance is usually air freight shipment. The following schedule is authorized unless the Department of State regulation directs differently:

Pounds Gross Weight	Traveler	Kilograms
250	First person traveling	113
200	Second person traveling	91
150	Third person traveling	68
100	Fourth or more persons traveling	45

Shipment of Personal Pets

Employees may not transport personal pets at the EPA's expense. Each country has different requirements for importing animals. Some countries may place the pets in quarantine for several months or may even stop the pets from entering the country. Employees are responsible for understanding animal importation laws before shipping pets.

PER DIEM

The Secretary of State establishes per diem allowances, monthly, for travel in foreign areas, including the Trust Territory of the Pacific Islands, in *Section 925*, a per diem supplement to the Department of State Standardized Regulations. The Secretary of Defense establishes rates for non-foreign areas. These rates are published as changes occur. Both foreign and non-foreign rates apply to all federal government employees and contractors.

Employees responsible for preparing, reviewing and approving vouchers should use the rates that apply for the month of travel. Relocating employees may obtain copies from the Servicing Finance Office.

For travel in foreign areas, reimbursement of actual and necessary itemized subsistence expenses must not exceed the maximum percentage allowed in the Federal Travel Regulation for the applicable maximum foreign travel per diem allowance that is rounded to the next higher dollar. The reimbursement for meals and incidental expenses must not exceed the maximum percentage allowed in the Federal Travel Regulation for the applicable meals and incidental expenses rate that is rounded to the next higher dollar.

Worldwide Lodgings-Plus Per Diem

IX. INTERNATIONAL RELOCATION

Worldwide lodgings-plus per diem reimburses employees for the actual lodgings cost, subject to a maximum geographic rate, plus a set amount, also according to geographic area, for the meals and incidental expenses. The maximum amounts reimbursable for lodging and the meals and incidental expenses vary for city or locality.

Crossing the International Date Line

When employees cross the International Date Line, 180th meridian, actual elapsed travel time is used to compute per diem entitlement rather than calendar days under Federal Travel Regulation 301-11.19.

Example – an employee goes temporary duty to Manila in the Philippines Sunday through Friday:

En-route travel – employee
Departs residence Sunday at 8:30 a.m.
Departs Los Angeles, CA at 11:25 a.m.
Crosses international date line and arrives Manila, Philippines, Monday at 9:40 p.m.
Employee remains in Manila until Friday

En-route travel allowance

The employee is only reimbursed for three quarters of the daily allowance for meals and incidental expenses at the Manila locality rate.

The employee receives the full meals and incidental expenses and lodging expenses for the remaining full days in Manila – Tuesday, Wednesday and Thursday.

Return travel – employee
Departs Manila, Friday at 10:10 a.m.
Arrives, Los Angeles at 11:20 a.m.
Arrives home at 2:30 p.m.

Return travel allowance

The employee receives three quarters of the daily allowance for meals and incidental expenses at the Manila rate.

Summary
Departs Sunday, Arrives Monday
Crosses International Date Line, three quarters of the daily allowance for meals and incidental expenses plus lodging
Tuesday - Thursday Full per diem
Friday Three quarters of the daily allowance for meals and incidental expenses

Total per diem paid at the Manila rate is four and one half days of the meals and incidental expenses and four nights of lodging.

IX. INTERNATIONAL RELOCATION**Rest Stop**

When travel is direct and between duty points and includes several time zones, program offices may authorize or approve a rest stop not to exceed 24 hours when coach-class accommodations are used and the scheduled flight time, including stopovers of less than 8 hours, exceeds 14 hours via a direct or usually traveled route.

Travel authorizing officials may approve rest stops at any intermediate point, including points within the continental United States, provided the point is midway or as near to midway to meet the requirements for use of United States flag carriers and carrier scheduling. A rest stop or stopover is not authorized when employees, for personal convenience, elect to use an indirect route to travel, which results in excess travel time. If travel authorizing officials approve, employees may use annual leave for the rest stop.

LEASE PENALTY

This allowance helps offset the expense of a lease penalty employees incur if employees receive living quarters allowance. The amount may not exceed the amount required under the specific terms of the employees' rental contract or the equivalent of three months' rent, whichever is less. Only reimburse employees if the appropriate authorizing officials certify the following requirements in writing that:

- The transfer to a new foreign official station was due solely to actions of the employing agency and to unusual conditions fully beyond the control of employees.
- The termination of the lease and departure of employees did not result from any specific actions from the employees to seek a curtailment of the assignment for transfer or promotion.
- The employees were not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer.
- The employees took all reasonable steps to dispose of the quarters through sublease or assignment to others.
- Both the employees and employing agency made reasonable efforts to avoid the full lease penalty including delay of the employees' transfer to the new duty station.

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

The temporary quarters subsistence allowance helps to defray the cost of hotel rooms while locating residence quarters and awaiting arrival of household goods. The temporary quarters subsistence allowance is available up to 90 days after first arrival at a new official station or 30 days preceding final departure from the duty station. The allowable per diem rate is limited to the lesser of the actual amount of expenses employees and their immediate family incur. Refer to the Department of State Standardized

IX. INTERNATIONAL RELOCATION

Regulations for current pay tables. The program offices may authorize an additional 60 days of temporary quarters subsistence allowance on a case-by-case basis. If an extension is necessary due to compelling reasons beyond employees' control, the same rates for the *third* 30 days apply. Reference is the Department of State Standardized Regulations 120.

LIVING QUARTERS ALLOWANCE

This allowance covers the cost of rent and utilities such as heat, lights and water. It may also cover other necessary expenses the local law requires for lessees to maintain privately leased living quarters. When government owned or leased quarters are unavailable, use this allowance. Reference is the Department of State Standardized Regulations 031.1, 130, 900.

POST or DUTY STATION ALLOWANCE

This cost-of-living allowance is used if employees are assigned to an official station where the cost of goods and services are significantly higher than Washington, D.C. The allowance is paid based on the "Post or Duty Station Allowance Class", employees' salaries and family sizes. Reference is the Department of State Standardized Regulations 220, 900.

OVERSEAS TOUR RENEWAL AGREEMENT TRAVEL

After completing the agreed period of service, employees and their immediate family may travel to their place of residence in the United States between tours of duty overseas. Employees are allowed per diem and transportation while in travel status. Family members are only allowed transportation. While in the United States, employees are on annual leave *or* home leave. For additional information on the EPA leave policy, visit the Office of Human Resources Intranet site at http://intranet.epa.gov/policy/payleave/leave_handbook.htm.

EDUCATION ALLOWANCE

This allowance assists employees in providing their children with educational services that U.S. public schools ordinarily provide without charge. This allowance covers the cost of the least expensive adequate school at the duty station. If adequate schools are unavailable, a separate and higher "away from the duty station" allowance is available to assist with the cost of tuition, room and board and periodic transportation between duty station and schools. Reference is the Department of State Standardized Regulations 270.

EDUCATIONAL TRAVEL

This benefit provides one round trip each 12-month period for employees' full-time undergraduate students, under age 23, attending a college or university in the U.S. Educational travel is also available for U.S. high school students in lieu of an education allowance. Reference is the Department of State Standardized Regulations 280.

IX. INTERNATIONAL RELOCATION**RETURN FOR SEPARATION**

Employees who complete the agreed period of service with the EPA or who separate for reasons acceptable to the EPA are authorized return travel to their place of residence or alternate location provided the cost to the EPA does not exceed the cost of travel and transportation to the employees' designated actual place of residence. Travel and transportation are limited to shipment of household goods, temporary storage of household goods, shipment of privately owned vehicles, per diem and transportation for employees and transportation for employees' family members.

HOME SERVICE TRANSFER ALLOWANCE

This allowance assists with relocation expenses related to the employees' transfer from a foreign area to the United States. *It is only available when both the employees and program offices certify that the employees will serve an additional tour of duty abroad.* This allowance covers extraordinary, necessary and reasonable expenses not otherwise compensated. Reference is the Department of State Standardized Regulations 250. Employees may receive four types of allowances, all applicable in the same manner as the:

- Foreign Transfer Allowance.
- Subsistence Expense Portion.
- Miscellaneous expenses.
- Wardrobe expenses.
- Lease penalty expenses.

X. ALLOWANCES FOR EXPENSES RELATED TO RESIDENCE TRANSACTIONS

Employees may not receive an advance of funds for residence transaction expenses. To receive reimbursement for expenses incurred for a residence transaction, employees must occupy the residence at the time they are notified of the transfer, unless employees transfer from a foreign area to an official station within the United States other than the residence the employees left when they transferred out of the United States, as specified in Federal Travel Regulation 302-11.2(b). *Employees are not required to sell their residence at the old official station for eligibility of residence purchase transactions at the new official station.*

ADMINISTERING EMPLOYEES' CLAIMS

To administer employees' claims, the program offices must, with the support and coordination of the EPA's Federal Employee Relocation Center:

- Review the *Federal Employee Relocation Center Relocation Counselor-prepared* employees' claims to determine whether the expenses claimed are reasonable in amount and the buyer or seller customarily pays the expenses in the locality for the property.
- Disallow any portion of employees' claims that are inflated or are higher than normal for similar services in the locality.
- Ensure final administrative approval of payment of a claim from appropriate authorizing officials.
- Return disapproved applications to employees with a memorandum of explanation.

Travel authorizing officials, along with the Federal Employee Relocation Center Relocation Counselor, must determine if:

- The aggregate amount of expenses claimed in connection with a sale or purchase of a residence is within the prescribed limitation for either.
- All conditions and requirements for allowances are met for payment.
- The expenses are reimbursable.

REQUIRED DOCUMENTATION

Before paying residence transaction expenses, the Federal Employee Relocation Center Relocation Counselor must require employees to submit:

- A copy of their financial documents that proves only the employees or their immediate family made payments on the property.

X. ALLOWANCES FOR EXPENSES RELATED TO RESIDENCE TRANSACTIONS

- A copy of their financial documents that proves the employees or their immediate family received all proceeds from the sale of the property.
- Documentation that the Federal Employee Relocation Center Relocation Counselor accepts for verification of any interest that employees have in the property.
- Any additional documents needed to verify payments.

To request reimbursement for the sale of a former residence or the purchase of a new one, employees must submit to the Federal Employee Relocation Center:

- Signed and approved original claim forms created through the Federal Employee Relocation Center.
- Copies of the sales agreement when selling a residence.
- Employees' purchase agreements when purchasing a residence.
- Property settlement documents.

RESIDENCE TRANSACTION EXPENSE ALLOWANCE

To request reimbursement for settlement of unexpired leases, employees must itemize expenses, list all expenses separately, on a travel voucher and send the travel voucher to the appropriate program offices for approval and submission to the Federal Employee Relocation Center for payment. When employees share a lease with someone else, reimbursement for employees is on a pro rata basis for that portion of the lease that employees have responsibility.

Employees should submit expenses incurred in connection with any residence transactions to the Federal Employee Relocation Center, as soon as possible, after the transaction occurred. However, settlement dates for the sale and purchase or lease termination transactions that employees request reimbursement must occur no later than two years after the day employees report for duty at the new official station.

The program offices follow the Federal Travel Regulation and the EPA policy when considering an extension to an established deadline. The program offices determine whether the reasons for extension are beyond employees' control and consistent with the Federal Travel Regulation and the EPA policy. Employees must submit a written request explaining the circumstances to the program offices.

To have the initial time period extended, employees must submit requests to the program offices no later than 30 calendar days after the expiration date unless the program offices specifically extend this 30-day

X. ALLOWANCES FOR EXPENSES RELATED TO RESIDENCE TRANSACTIONS

period. For approved requests, use the relocation entitlements and allowances in effect at the time of the employees' effective date of transfer; not the entitlements and allowances in effect at the time the extension of time limitation is granted.

Reimbursable Expenses

The EPA pays expenses listed in Federal Travel Regulation 302-11.200 through 302-11.300 if the employees' claims are expenses that sellers customarily pay for a residence at the old official station or purchasers pay for a residence at the new official station. A private company provides relocation services under a blanket purchase agreement with the EPA as directed under each task order the Contracting Officer issues through the Cincinnati Procurement Operations Division.

The relocation services company provides permanent change of official station relocation services consisting of home sale assistance, appraised value sale, marketing assistance, amended value sale, buyer value sale, special property handling, destination services, property management services, mortgage counseling and related services under a contractual agreement. The EPA's relocation services company has the capability to provide all required services on a nationwide basis, including U.S. territories.

Employees, the program offices and the Federal Employee Relocation Center must follow rules contained in the *Federal Acquisition Regulation, 48 CFR*, and other procurement regulations applicable to the EPA. The employees' program offices must determine if employees may use a relocation services company and enter into the EPA Home Sale Program. Federal Travel Regulation 302-12 provides the requirements that employees must satisfy to use a relocation services company.

Reimbursement Limitations

The total amount of real estate expenses that may be reimbursed is as follows:

- In connection with the sale of the residence at the old official station, reimbursement shall not exceed 10 percent of the actual sale price.
- In connection with the purchase of a residence at the new official station, reimbursement shall not exceed 5 percent of the purchase price.

XI. RELOCATION SERVICES COMPANY

The Federal Employee Relocation Center may enter into a contract with a relocation services company to provide relocation services on behalf of employees. The Federal Employee Relocation Center may also contract separately for each type of relocation service or the Federal Employee Relocation Center may combine several types of relocation services in a single or multiple-award contracts.

The EPA pays the relocation services company fees or expenses for services authorized for employees. If the EPA pays the relocation services company for actual expenses the company incurs on behalf of employees, limit payment to the company to what employees would have received under the direct reimbursement provisions section of this manual. If employees use a contracted-for relocation service that is a substitute for reimbursable relocation allowance, employees do not receive reimbursement for the relocation.

If employees use the relocation services company to sell or purchase a residence that the employees or immediate family members do not have full title, the EPA pays the portion of the relocation services company's fee attributable to the employees' pro rata share of the residence, under Federal Travel Regulation 302-11.103. Employees must pay any portion of the fee attributable to other than their pro rata share of the residence.

If the relocation services company provides employees with a buyout offer for their residence, the EPA must give employees the option to accept or reject the offer from the relocation services company. If employees reject the offer from the relocation services company, employees are not authorized to reenter the home sale program, but may remain eligible for a direct reimbursement.

- The EPA only pays the relocation services company fee up to a *home sale cap limit of \$750,000* in the Home Sale Program. Employees must pay any portion of the fee attributable to the home sale above that amount.
- The EPA may not pay employees for losses they incur on the sale of a residence, but this does not preclude the EPA from reimbursing the relocation services company for losses incurred while the relocation services company holds the property.
- The EPA may not direct the relocation services company to pay employees more than the fair market value that the residence appraisal process determines for their home.
- Employees may incur income taxes on relocation services that the relocation services company provides and the EPA pays. *Title 26, Internal Revenue Code, Section 82* requires that "specific items are included in gross income as compensation for services any amount received or accrued, directly or indirectly, by an individual as a payment for or reimbursement of expenses of moving from one residence to another residence that is attributable to employment." Employees receive relocation income tax allowances if the EPA determines that such expenses are taxable. The EPA does not assume responsibility for payment of employees' taxes and employees may wish to consult a tax professional on income tax reporting.

XI. RELOCATION SERVICES COMPANY

When specific provision is not included in this policy regarding the EPA Home Sale Program, the EPA refers to Federal Travel Regulation Part 302-12. The EPA's Blanket Purchase Agreement Statement of Work provides specific instructions regarding relocation services along with the statement of work instructions outlined in the specific task order issued for each home sale.

HOME MARKETING INCENTIVE PAYMENT PROGRAM

Through the Home Marketing Incentive Payment Program, the EPA employees enroll, market and sell their home under the buyer's value option or the amended value sale terms. These terms are more cost effective for the federal government than the appraised value sale buyout option, thus reducing the fees or expenses that the EPA pays to the relocation services company.

Exclusions

Consistent with the Federal Travel Regulation, the Home Marketing Incentive Payment Program *does not apply* to:

- New hires or appointees, including political appointees.
- Employees who elect to sell their residence without first enrolling in the EPA Home Sale Program.
- Employees enrolled in the EPA Home Sale Program whose home the relocation services company purchases as the appraised value sale.
- Employees whose homes do not meet the criteria for the Home Sale Program as defined in the GSA Contract for Employee Relocation Services.
- Employees who resign or are removed from the EPA Home Sale Program. Employees may resign from the program if they decide to sell their residence as "for sale by owner" without the assistance of a broker. Employees are removed from the program and are no longer eligible for the Home Marketing Incentive Payment Program if employees decline a transfer or if the employment offer is withdrawn.

Allowable Payment

The program office authorizing officials may approve up to the maximum allowable amount of the Home Marketing Incentive Payment; however, the payment may not exceed the *lesser of either of these*:

- Three percent of the price the relocation services company paid when the relocation services company purchased residences from employees. The "purchase price" is the contract sales price of the home. The price the relocation services company paid is the "purchase price" reflected on the contractor invoice the relocation services company provided to the EPA.

XI. RELOCATION SERVICES COMPANY

- The savings the EPA realized from the reduced fee or expenses the EPA paid as a result of employees finding bona fide buyers.
- \$15,000, which is the maximum payment.

Tax Implications

The Home Marketing Incentive Payment is taxable income to employees. The Federal Employee Relocation Center withholds an appropriate amount from Home Marketing Incentive Payment for federal, state and local, if applicable, taxes. Employees receive the Internal Revenue Service Form W-2, *Wage and Tax Statement*, at the end of the applicable year for the taxable portion of Home Marketing Incentive Payment.

Employees do not receive a withholding tax allowance to offset the withholding on their Home Marketing Incentive Payment. Additionally, employees do not receive a relocation income tax allowance payment for all of the federal, state and local income taxes related to the Home Marketing Incentive Payment. Section XII, *Taxes* of this document, contains additional information.

Time Limit

The Federal Travel Regulation provides deadlines for employees to complete the permanent change of official station move with the EPA. Employees must select the Buyer's Value Option and list the home with a relocation services company -approved real estate broker. Additional program requirements also apply:

- **Mandatory Marketing Period** – Employees must market residences in the Buyer's Value Option program for a period of no less than 90 days.
- **List Price Guidelines** – List residences at no less than 95 percent and do not exceed 105 percent of the property fair market value based on broker market analysis or certified appraisals.
- **Closing Requirements** – Settlement of properties must occur within 45 days of acceptance of a bona fide offer.

Budget Object Class

Use budget object code *12.90, Home Marketing Incentive Payment* to capture all payments. The program offices must charge all Home Marketing Incentive Payment costs to the appropriation account bearing the cost of the employees' relocations.

Processing the Incentive Payment

XI. RELOCATION SERVICES COMPANY

- The Federal Employee Relocation Center creates employees' relocation travel vouchers and forwards them to the employees' program offices for signature and then forwards the relocation travel vouchers to employees for signature.
- The Federal Employee Relocation Center initiates payment of the incentive when it receives (a) the contractor invoice from the relocation services company verifying completion of employees' home sale transactions and (b) the employees' signed relocation travel vouchers.
- Relocation travel vouchers include a statement in the *Comments* section that employees must sign. This statement indicates that employees understand the federal, state and local, if applicable, tax consequences for participating in the Home Marketing Incentive Payment Program.

The statement reads: *Employee Certification*. I certify that I wish to receive the Home Marketing Incentive Payment and that the payment constitutes taxable income to me, recorded as such and reported to the Internal Revenue Service on my permanent change of official station calendar year W-2. I further understand that taxes are withheld from the payment amount.

- The Federal Employee Relocation Center maintains copies of relocation travel vouchers in the employees' relocation files.

THE EPA HOME SALE PROGRAM**Real Estate Broker or Agent Selection Criteria**

The selected Broker or Agent:

- Is a nonfederal government employee and not blood or marriage related to the employees or the relocation services company representatives.
- Does not have a personal or business relationship with the employees or the relocation services company that would affect objectivity.
- Knows market conditions in the area where the specific property is located.
- Has access to current local market data through a multiple listing service or other cooperative service.
- Has the ability to perform the service in an accurate and timely manner in an effort to enable the relocation services company to meet the contract's timeframes.
- Has the ability and willingness to fully complete a Worldwide Employee Relocation Council Broker's Market Analysis form within two business days.

XI. RELOCATION SERVICES COMPANY

- Has the ability and willingness to provide weekly insights on factors that impact salability of relocation property, e.g., price reductions, repairs, cosmetic improvements.
- Is accredited to list real estate properties in the required area.
- Must have a website presence.

Appraisal Selection and Ordering

Under applicable pricing options, within five business days of receipt of written list of designated certified appraisers, employees select three appraisers, in order of preference and notify the relocation services company of selections. Within one business day from employees' notifications, the relocation services company should order two appraisals based on employees' orders of preference.

The relocation services company advises the appraiser of the following:

- **Appraisal Standards Used.** The appraiser is required to support the appraisal report with objective, verifiable data that is available to employees, if requested.
- **Comparable Property Criteria.** For homes in markets where property foreclosure sales constitute a significant percentage, e.g., 30 percent or more, of comparable property sales within the last three months, appraisers should notify the relocation services company of the intent to use those comparable property sales *prior* to establishing the anticipated sales price of the home and provide documentation to the relocation services company. The relocation services company must then tell the Federal Employee Relocation Center of the appraisers' intent to use foreclosures and or auction sales and forward copies of documentation to the ordering agency. The Federal Employee Relocation Center is encouraged to verify local foreclosure trends. If appraisers cannot identify comparable properties according to these standards, appraisers must immediately notify the relocation services company prior to completing the appraisal. Home sales resulting from auctions are not allowed as comparable properties.

The EPA Home Sale Program Service Options

The following options are found under the EPA Blanket Purchase Agreement Contract:

Agency Customization Services Special Item Number 653-5

The relocation services company provides support services for the EPA properties. The relocation services company assists with the buyer's value option, home sale and marketing services, special handling property that is difficult to sell and close only services.

Buyer's Value Option. A home sale transaction that does not include appraisals or guaranteed buy-out offers made based on appraisals. The buy-out offer from relocation services company is only based on a bona fide offer that a qualified buyer makes to employees. Once employees accept the bona fide offer,

XI. RELOCATION SERVICES COMPANY

the relocation services company offers to buy the homes from employees at a price based on the outside sale price. The buyer's value option is the most cost effective option available to the Federal Employee Relocation Center and the program office.

The relocation services company completes two broker's market analyses on all the buyer's value option transactions. The two closest broker's market analyses are used to determine the list price for the home. In the buyer's value option managed options, the list price for the home does not exceed 105 percent of the average of the two broker's market analyses. In the buyer's value option full choice options, the Federal Employee Relocation Center or the program offices have the option of limiting the employees' list price to not exceed 110 percent of the average of the two broker market analyses.

Special Handling Properties. May refer to the relocation services company for special handling homes that do not qualify for standard Home Sale Services. The relocation services company and the EPA must agree on special handling transactions when, after review, properties are either especially difficult to sell or where the property value is especially difficult to determine.

For example, special handling properties may include:

- Homes with appraised values in excess of \$1,000,000.
- Homes in remote areas, greater than 20 miles from the nearest incorporated town or homes not accessible via automobile throughout the year or that require use of boats, airplanes or specially equipped automobiles to access the property.
- Homes with acreage in excess of five acres, income producing properties and other situations where employees are authorized relocation allowances on a pro rata basis.
- Homes with repair requirements in excess of 10 percent of the property value as determined under the broker's market analysis the relocation services company ordered.
- Homes that are in foreclosure.
- Homes with unique attributes or highly unusual features for the market, e.g. earth-bermed homes that include soil against the exterior wall or homes with alternative energy systems.

In the special handling options, the list price for the home does not exceed 105 percent of the average of two broker's market analyses or the appraised value offer. A third broker's market analysis is ordered to determine the list price for a home when a variance exceeds the 5 percent range.

Additional Services Special Item Number 653-4

XI. RELOCATION SERVICES COMPANY

The relocation services company provides additional services such as cost of living analysis, closing assistance, expense management, rental management, entitlement counseling, group move assistance and international move assistance. The relocation services company services include:

Rental Assistance. The relocation services company contacts employees to verify the desired location, rental price range and the relocation time schedule. The relocation services company transmits this information to personnel of a reputable rental agency that contacts and counsels employees. A rental agent performing a service under this contract is not a federal government employee and not blood or marriage related to the employees or the relocation services company representatives and does not have a personal or business relationship with the employees or the relocation services company that would affect the objectivity and/or independence. Rental assistance counseling includes:

- Sending employees home finding information kits.
- Preparing a home hunting itinerary and scheduling appointments with a rental agency.
- Discussing the benefits and obligations of the renter, including the requirements of lease agreements, prior to showing available rental unit.
- Informing employees of typical rentals within a suitable commuting distance.
- Discussing the customary deposit requirements.

Property Management Services. The relocation services company provides management of employees' residences at the old official station upon request from the EPA. Within five business days of the date of telephone contact, the relocation services company mails, to employees, information pertaining to property management program services, procedures and processes. The EPA prefers user friendly brochures and literature that provide accurate guidance and instructions to user agencies, employees and relocation service coordinators. Property management is provided for up to three years at the expense of the Federal Employee Relocation Center and is used only when employees are eligible for real estate reimbursement under the Federal Travel Regulation.

If employees elect to use the property management program, employees must not use the home sale services program. At the end of the property management period, the relocation services company may, but is not required, to offer continued property management to employees at such fees and under such contractual arrangements as the relocation services company and employees agree. Additionally, the relocation services company:

- Indemnifies the federal government against any claims that may arise from any private arrangement between the relocation services company and employees.
- Recommends a fair market rental value of property.

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- Assists in securing and screening tenants.
- Administers and collects rental income and deposits; and administers payment of mortgage, utilities and established carrying costs. Is responsible for all late charges resulting from the relocation services company administration of the property.
- Administers operational expenses and maintains the residence whether rented or vacant.
- Reconciles accounts on a quarterly basis with employees. Negative balances are the employees' responsibility.
- Inspects property quarterly.

Property management for each property is renewable for one year at a time and paid in advance. Homes under the property management option during the last year of the contract continue under that contract until the end of the year for each home and then brought under the new contract in effect at that time.

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The relocation services company provides home sale services to ensure that employees' homes are sold. Services include assisting with home marketing, negotiating with potential outside buyers, helping employees learn the surrounding area at the new duty location, providing renter or buyer assistance and mortgage counseling.

Appraised Value Offer

The relocation services company averages appraised value amounts to determine the appraised value offer. The relocation services company arranges for a third appraisal, when necessary, with employees' preferences of appraiser selection. The relocation services company does not advise the third appraiser that he or she is involved as the third appraiser.

After completion of three appraisals, the relocation services company determines the appraised value offer amount: (a) the average of the two closest appraisals or (b) if the three appraisals vary equally, the average of the three appraisals. A third appraisal requires completion within the 30 business day timeframe as stipulated in the statement of work. However, if the relocation services company determines that local conditions preclude completion of the third appraisal within 30 business days, the relocation services company may grant a reasonable extension of time, dependent upon local conditions, to complete the process.

Prior to extending the appraised value offer to employees, the relocation services company should obtain sufficient information from employees to determine if the anticipated appraised value offer amount results in a positive or negative equity situation for employees. If the result is potentially a negative

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situation for employees, the relocation services company informs the Federal Employee Relocation Center and employees.

Amended Value Sale

During the acceptance period, all buyers' offers the employees receive are presented to the relocation services company with the relocation services company's right to accept buyers' offers lower than the appraised value offer. If employees receive the appraised value offers from the relocation services company and are successful in finding potential outside buyers willing to pay a purchase price greater, equal or even lower than the appraised value offer, employees' transactions are closed according to the appraised value sale procedures.

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The EPA Federal Employee Relocation Center not only reimburses employees for moving expenses but also provides an allowance for substantially all of the federal income taxes incurred on the reimbursed relocation expenses.

During the year of the relocation, employees receive both reimbursement for direct moving expenses and a partial advance payment, withholding tax allowance, to cover the increased tax withholding liability. The first year payment is only an estimate. The total relocation income tax allowance is paid in the second year when employees calculate actual tax liability based on total income and deductions.

All amounts paid as reimbursements or allowances for moving expenses are reported on Form W-2. The amounts, which were not subject to withholding, are included in the amount reported under "wages, tips and other compensation." Employees who receive a withholding tax allowance must file a claim for a relocation income tax allowance. Employees who fail to file a relocation income tax allowance claim incur a debt to the EPA for all of the withholding tax allowance received. For further details, changes, updates and revisions regarding a relocation income tax allowance and to obtain information regarding employees' relocation income tax allowance payments, see Federal Travel Regulation 302-11.3 and Part 302-17.

Most permanent change of official station travel entitlements is taxable, which require at least a 25 percent federal tax deduction. The EPA imposes a rate of 28 percent to reduce the likelihood of under withholding. Through the relocation income tax allowance process at the end of the tax year, transferring employees, including their spouses if a joint tax return is filed, are reimbursed for substantially all of the additional federal, state and local income taxes. This action occurs as a result of certain travel and transportation expenses and relocation allowances that are furnished in kind or the federal government provides reimbursement or an allowance.

Employees who received taxable relocation funds in the tax year are required, under 41 CFR Part 30217, to file a relocation income tax allowance even if they did not opt to receive a withholding tax allowance. A relocation income tax allowance is computed on a formula that the Internal Revenue Service originates. This formula may change from year to year. A combined marginal tax rate is determined from combining the applicable marginal tax rates for federal, state and local for employees.

WITHHOLDING TAX ALLOWANCE

The EPA computes a withholding tax allowance at the 28 percent tax rate, which is advanced against employees' names and sent to the Federal Treasury to pay the federal income tax liability on employees' claims.

A withholding tax allowance provides more cash flow at the time of the permanent change of official station move to relieve the federal tax obligation. The federal tax obligation, 28 percent, when subtracted from a permanent change of official station claim, greatly reduces the payment. The federal tax liability for employees is based on their salary range and marital income tax filing status. If their tax liability is under 28 percent; the EPA would overpay employees' federal tax and the employees *will owe money back* to the EPA when relocation income tax allowance claims are processed.

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A withholding tax allowance is added to permanent change of official station claims and the employees' W-2s as taxable income. All withholding tax allowances are liquidated against the employees' relocation income tax allowance claims. Any withholding tax allowance overpayment is owed to the EPA. If employees fail to file relocation income tax allowance claims within the allotted time frame, withholding tax allowances against the employees are indebtedness due to the EPA.

The Federal Employee Relocation Center withholds taxes on the employees' permanent change of official station vouchers. Federal and state income taxes, social security taxes – Federal Insurance Contributions Act and Medicare Health Information Technology provisions are withheld from the total reimbursement paid to employees. The Federal Employee Relocation Center issues W-2s, which reflect the entire year of reimbursements employees receive.

Form W-2, Wage and Tax Statement

The Federal Employees Resources Center Relocation Counselor provides assistance with W-2s and relocation income tax allowance calculations. The Federal Employee Relocation Center Relocation Counselor uses a desktop relocation management software package, which allows for rapid and accurate authorizations and voucher submissions along with auto-calculating relocation income tax allowance (*GSA Federal Register / Vol. 71, No. 36 / Thursday, February 23, 2006 / Rules and Regulations PART 302-17—RELOCATION INCOME TAX (RIT) ALLOWANCE*) and W-2s.

Relocation Income Tax Allowance

Relocation income tax allowance claims are not processed until the conclusion of the tax year when taxable relocation reimbursements were received. Usually, middle or late April, employees receive the relocation income tax allowance packets from the Federal Employee Relocation Center to remind employees of their relocation income tax allowance filing requirements complete with processing procedures and forms. Employees should file the relocation income tax allowance claims no later than May 25 to allow processing no later than the end of the 3rd quarter of the calendar year.

Federal, state and local income tax filing responsibilities are *totally separate* from the relocation income tax allowance process. Employees file federal, state and local income taxes at any time before or after completion of the relocation income tax allowance process.

Federal Travel Regulation Part 302-17 provides limitations on relocation income tax allowance for en route travel; household goods shipment; extended storage expenses; mobile home movement; househunting trip; temporary quarters; real estate expenses; miscellaneous expense allowance; relocation services and other details.

Moving Expenses Subject to Income Tax Withholding

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The Internal Revenue Service requires the EPA Service Finance Office to withhold certain relocation allowances for federal taxes when processing relocation travel vouchers for payment. The taxable amount and tax withheld are reported on Form W-2.

41 CFR Part 302-17, section 3 limits a relocation income tax allowance for the types of moving expenses covered. This law authorizes reimbursement of additional income taxes resulting from certain moving expenses furnished in-kind or for reimbursement or an allowance the EPA provides to employees who transfer. However, a relocation income tax allowance covers such moving expenses only to the extent that the expenses are actually paid or incurred and are not allowable as a moving expense deduction for tax purposes.

XIII. APPENDIX A**Abbreviations and Definitions**

Abbreviation	Description
CFR	Code of Federal Regulations
EPA	Environmental Protection Agency
GSA	General Services Administration
US	United States
USC	United States Code

Effective Date: April 16, 2012

XIII. APPENDIX A**Abbreviations and Definitions**

Definitions for terms related to travel

Term	Description
Common Carrier	Private-sector supplier of air, rail or bus transportation.
Commuted Rate	A price rate used to calculate a set amount to be paid to employees for the transportation and temporary storage of their household goods. It includes cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.
Continental United States	The 48 contiguous States and the District of Columbia.
Dependents	Immediate family members of employees.
Domestic Partners	Adults in a domestic partnership with employees of the same-sex.
Extended Storage	Storage of household goods while employees are assigned to an official station or post of duty where they are not authorized to take or unable to use the household goods or is authorized in the public interest. Also referred to as non-temporary storage.
Federal Travel Regulation	Federal Travel Regulation comprises Title 41 Code of Federal Regulations, Chapters 300 through 304. Chapter 302 governs relocation travel and transportation allowances and other relocation-related policies for Federal civilian transferees. Visit www.gsa.gov/fttr for more information.
Government Transportation Request (Standard Form 1169)	A federal government document used to procure common carrier transportation services. The document obligates the federal government to pay for transportation services provided.
Household Goods	Property, unless specifically excluded, associated with the home and all personal effects belonging to employees and immediate family members on the effective date of employees' change of official station orders, the day employees report for duty at the new official station that legally may be accepted and transported by a commercial household goods carrier.

Effective Date: April 16, 2012

XIII. APPENDIX A**Abbreviations and Definitions**

Immediate Family	Any of the following named members of employees' households at the time they report for duty at the new official station or perform other authorized travel involving family members: (1) Spouses; (2) Domestic partners; (3) Children of the employees, of the employees' spouses, or of employees' domestic partners, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. The term "children" include natural off springs; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the
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Term	Description
	employee, of the employee's spouse, or of the domestic partner; and an unborn child or children born and moved after the employee's effective date of transfer. (4) Dependent parents including step and legally adoptive parents of the employee, of the employee's spouse, or of the employees' domestic partners. (5) Dependent brothers and sisters, including step and legally adoptive brothers and sisters of employees, of employees' spouses, or of employees' domestic partners, who are unmarried and under the age of 21 years or who, regardless of age, are physically or mentally incapable of self-support.
Official Station	An area defined by the EPA that includes the location where employees regularly perform their duties or invitational travelers' homes or regular place of businesses.
Official Travel	Travel under an official travel authorization from employees' official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a federal agency.
Per Diem Allowance	The per diem allowance, also referred to as subsistence allowance, is daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense.
Privately Owned Automobile	A car or light truck including vans and pickup trucks that is owned or leased for personal use by employees.

Effective Date: April 16, 2012

XIII. APPENDIX A**Abbreviations and Definitions**

Privately Owned Vehicle	Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by employees that are not owned or leased by a federal government agency, and is not commercially leased or rented by employees under a federal government rental agreement for use in connection with official federal government business.
Professional Books, Papers and Equipment	Includes, but is not limited to, the following items in the employees' possession when needed by employees in the performance of their official duties: (1) Reference material. (2) Instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions. (3) Specialized clothing, e.g., diving suits, flying suits, helmets, band uniforms, religious vestments and other special apparel.
Reduced Per Diem	A reduced per diem rate when there are known reductions in lodging and meal costs or when employees' subsistence costs can be determined in advance and are
Term	Description
	lower than the prescribed per diem rate.
Temporary Change of Official Station	Relocation to a new official station for a temporary period for employees who perform long-term assignments and employees later return to their previous official station upon completion of the assignments.
Temporary Duty Location	A place, away from employees' official station, where employee are authorized to travel.
Temporary Storage	Storage of household goods for a limited period of time at origin, destination or en route in connection with transportation to, from, or between official station or post of duty or authorized alternate points. Also referred to as storage in transit.
Transit System	A form of transportation, e.g., air, rail, bus, ship, used between authorized locations in the performance of official travel.
Travel Advance	Prepayment of estimated travel expenses paid to employees.
Travel Voucher	A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of official station travel.
United States	The 48 contiguous States, the District of Columbia and the States and areas defined under the term "Non-Foreign Area."

Definitions for terms related to home sale transactions

Effective Date: April 16, 2012

XIII. APPENDIX A**Abbreviations and Definitions**

Term	Description
Amended Value Sale	A residential sale where there is a bona fide outside offer to buy a residence and the relocation services company accepts. This offer is equal to or higher than the guaranteed offer. If the contract is acceptable, the relocation services company signs the contract and amends its guaranteed offer to reflect the new value based on the agreed upon sales price. The relocation services company then disburses the transferee's equity or remaining equity if a portion was disbursed earlier, based upon this amended value, complete the acquisition of the property and resells the home to the outside buyer. Employees do not sign, accept any funds or agree to the offer from the prospective buyer for eligibility in this program.
Amend-from-Zero Sale	A residential sale begins when a bona fide outside offer to buy a residence is extended and the relocation services company accepts prior to the completion of the appraisal process. A determination of price reasonableness is completed, generally with the use of one or more broker's market analysis. This type of transaction is then processed in the same manner as the appraised value sale. With the appraised value sale, employees do not sign, accept any funds or agree to the offer from the prospective buyer for eligibility in this program.
Appraisal	The process for the anticipated sales price of a residential housing unit, which uses the market data approach to value. Also, it means the form used to report the anticipated sales price. This appraisal establishes the anticipated sales price for a relocated employee's residence and assumes an arm's length transaction. This is typically done under the procedures in the Worldwide Employee Relocation Council® Appraisal Guidelines.
Appraised Value Sale	Under this option, the relocation services company provides an employee a guaranteed offer to purchase the home at the appraised value determined through a certified appraisal process based on the average of two appraisals. When employees sell homes to the relocation services company, employees receive the balance of the equity. The relocation services company then assumes all rights and responsibilities related to the ownership of that property. The home then enters the relocation services company's inventory and the relocation services company strives to resell the home on the open market. Until the relocation services company resells the home, the relocation services company pays carrying costs, e.g., mortgage interest, insurance, taxes, utilities and maintenance for the property. This option is also called a guaranteed home sale.

XIII. APPENDIX A**Abbreviations and Definitions**

Bona Fide Offer	<p>An offer from an able and willing buyer, not contingent upon the sale of the potential buyer's home and is reasonably expected to go to settlement at its original terms and conditions within 60 days of execution of the offer agreement. The offer must not contain any contingencies except the following:</p> <ol style="list-style-type: none"> 1. Specific inspections only when required, e.g., homes where construction is not complete or those undergoing substantial renovations and homes that have undergone inspection for contamination from toxic or hazardous substances, as described in the Inspections and Inspection Criteria section of the statement of work, results of the appraisals; and home inspection. 2. Those that provide that the purchaser must qualify for financing under terms or conditions generally prevailing in the marketplace at the time the offer is
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Term	Description
	<p>made.</p> <ol style="list-style-type: none"> 3. Those providing that the seller must convey marketable and insurable title.
Broker's Market Analysis or Broker's Price Opinion	A broker's written market analysis of recent comparable sales and listings with suggestions for marketing strategies.
Buyer's Value Option	A buyer's value option transaction is a variation of the amended value transaction where no appraisals are obtained and usually no initial offer is made to the transferee. Although these transactions are sometimes referred to as "amend-from-zero" or "offers prior to appraisal," there is no initial appraised value offer to "amend." Rather, the only unconditional offer is made at the "buyer's value," that is, the fair market value is the result of an offer from a potential buyer. Without a guaranteed buyout offer built into this program from the relocation company, the Federal Employee Relocation Center should use caution using this type of program because potential tax consequences may occur for employees.
Federal Employee Relocation Center	Located in the Cincinnati Finance Center, within the Office of the Chief Financial Officer, administers the Home Marketing Incentive Payment Program.
Homes	Completed single-family dwellings, including a condominium or townhome, used as employees' principal residences and from these residences employees commute to their permanent duty station on a regular basis, including land customarily considered part of a residential lot as well as all personal property normally sold with residences according to local custom and that employees or their immediate family owns.

Effective Date: April 16, 2012

XIII. APPENDIX A**Abbreviations and Definitions**

Home Sale Program	That part of an agency's relocation policy designed to facilitate a relatively fast, convenient means that transferees could sell their home with minimum time and effort. This function is usually accomplished through a relocation services company using appraised value, amended value or buyer value option sale.
Home Marketing Incentive Payment	An amount of money granted to transferees for aggressively marketing their home while in a managed home sale program that ultimately ends in a buyer's value option or appraised value sale, which reduces the fee or expenses the EPA must pay to the relocation services company.
Household Goods	Property, unless specifically excluded, associated with the home and all personal effects belonging to employees and immediate family members on the effective date of employees' change of official station orders, the day employees report for duty at the new official station, which legally may be accepted and transported by a commercial household goods carrier.
Mandatory Marketing Period	The period of time that employees authorized for Home Sale Services are required to make a good faith effort to market the home. Typically, during the mandatory marketing period, employees must market homes at a price not to exceed a specified
Term	Description
	percentage of the average of two broker's market analyses or appraisals.
Relocation Services Company	A service company supplier the Federal Employee Relocation Center retains to provide home sale services to relocating transferees. In some instances, the third party company has the option to administer a corporation's home sale program and policies. Relocation services company is often synonymous with purchaser, third party company and home-purchase company.

Effective Date: April 16, 2012

XIII. APPENDIX B**Overview of Entitlements and Allowances**

The following is a quick summary of *potential* reimbursement allowances incident to (1) a permanent change of official station assignment or (2) a first official station, if authorized or (3) Senior Executive Service career appointee last move home.

Current Federal Government Employees Transferring to Another Permanent Duty Station	New Appointees	Senior Executive Service Career Appointees Last Move Home
Transportation and per diem expenses for employees	Transportation and per diem for employees	En route travel expenses include per diem (mileage allowance to the extent for privately owned vehicle travel)
Transportation expenses for the immediate family	Transportation expenses for the immediate family	Transportation expenses but not per diem for employees' immediate family members
Mileage if privately-owned vehicle is used in travel	Mileage if privately-owned vehicle is used in travel	
Transportation and temporary storage of household goods not to exceed 18,000 pounds net weight or transportation of mobile home.	Transportation and temporary storage of household goods not to exceed 18,000 pounds net weight or transportation of mobile home.	Transportation and temporary storage of household goods not to exceed 18,000 pounds net weight.
Per diem for members of the immediate family		
House hunting expenses		
Subsistence while occupying temporary quarters		
Residence sale and purchase expenses		
Lease breaking expenses		
Miscellaneous expenses		
Relocation income tax allowance		
Non-temporary storage of household goods (isolated areas)		

XIII. APPENDIX C**Intergovernmental Personnel Act Assignments**

To determine whether temporary duty or permanent change of official station is more beneficial to the EPA, perform a cost comparison between temporary duty and permanent change of official station status for each assignment expected to exceed one year. Under 5 U.S.C. 3375, authorized allowances for the permanent change of official station on the Intergovernmental Personnel Act assignments are limited to the following:

- Transportation and temporary storage expenses for the employees' household goods and personal effects to and from the assignment location.
- Transportation and per diem allowances for employees and immediate family members for travel to and from the assignment location.
- Temporary quarters subsistence expense at the time the assignment commences and at the time the assignment is completed.
- Miscellaneous expense allowance.
- Non-temporary storage of household goods and personal effects in connection with assignment at an isolated location.
- Relocation Income Tax Allowance.

The EPA has the option to select the payment of a per diem allowance under Federal Travel Regulation Part 301-7 at the assignment location or the limited relocation expenses, but may not pay both. The program offices should consider the cost to the federal government as a major factor when determining whether to pay a per diem allowance at the assignment location or limited relocation allowances.

If the EPA pays relocation, the EPA has the option to pay transportation expenses for employees' immediate family members. The EPA, however, cannot pay the expenses of selling or purchasing a residence or the expenses of property management services while employees are on assignments.

Employees must sign service agreements for one year or the length of the assignment, whichever is shorter, for eligibility of payment for the limited relocation expenses. Employees must repay any expenses if they fail to complete the service agreement, unless the reasons for failing to complete the agreement are beyond their control. Additionally, the EPA authorizing officials have the option to waive the requirement to pay back expenses if the authorizing officials feel the waiver is justified. The service agreement does not cover travel expenses paid when employees travel away from the assignment location.

Assignment agreements may last up to two years as intermittent, part-time or full-time. The EPA's authorizing officials or designees may extend an assignment for an additional two years when the extension is beneficial to both organizations.

5 CFR Part 334 states that employees who have served for four continuous years on a single assignment may not go to another assignment without at least a 12-month return to duty with their regular employer.

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Relocation Allowances

XIII. APPENDIX C Intergovernmental Personnel Act Assignments

Successive assignments without a break of at least 60 calendar days are regarded as continuous service under the mobility authority. Office of Personnel Management may waive this provision upon the written request of the Administrator or designated official. In the case of assignments made to Indian tribes or tribal organizations, the EPA's authorizing officials or designees may extend the period of assignment to any length of time where it is determined that the assignment continues to benefit both the EPA and the Indian tribe or tribal organization.

XIII. APPENDIX D

References

5 U.S.C. 5756, Home Marketing Incentive Payments <http://uscode.house.gov>

Resource Management Directive System documents are posted on the Office of the Chief Financial Officer @Work Intranet at <http://intranet.epa.gov/ocfo/policies/resource.htm>.

For assistance or inquiries on the Home Marketing Incentive Payment Program, contact the Federal Employee Relocation Center at (800) 887-2067 or send email to CINWD Relocation@epa.gov.

Additional relocation guides:

Handbook for Relocating Federal Employees

http://www.gsa.gov/graphics/ogp/Relocating_Federal_Employees.pdf

Relocation Policy Guide for Federal Civilian Agencies

http://www.gsa.gov/graphics/ogp/FederalCivilianAgencies3_26.pdf

Glossary of Acronyms and Terms for Federal Civilian Relocation

http://www.gsa.gov/graphics/ogp/Federal_Civilian_Relocation_Glossary.pdf

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Delegation of Authority

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1-17 A Domestic Travel

Domestic travel is official travel within the continental United States (the 48 contiguous States and the District of Columbia) and nonforeign areas (the states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States).

1. AUTHORITY.

To approve domestic travel for the EPA employees, excluding employees of the EPA's Office of Inspector General, and individuals receiving invitational travel orders as authorized by the Federal Travel Regulation, published by the General Services Administration at 41 Code of Federal Regulations, Chapters 300 through 304. These regulations implement statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel at federal government expense.

2. TO WHOM DELEGATED.

a. Delegated to the Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer the authority to:

- 1) Approve employees' travel authorizations and travel vouchers for domestic travel. This includes use of personal cash exceeding \$100 for transportation in emergency situations when the Government Transportation Request, Government Centrally Billed Account and Individually Billed Account are unavailable; annual leave in conjunction with official travel and use of lodgings that do not meet the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391).
- 2) Approve official change of station and first-duty moves, including extensions of real estate transactions, temporary quarters and storage of household goods related to relocation. This also includes approving the related travel expenses under the Relocation Services Contractor, Move Management Contractor and all indefinite travel assignments expected to exceed 12 months or more.
- 3) Approve emergency travel due to illness, injury or a personal emergency.

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- 4) Approve actual subsistence, up to the maximum percentage authorized in the Federal Travel Regulation, for per diem areas when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rate.
 - 5) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.
 - 6) Approve other than coach-class, *business-class*, accommodations for their respective employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.
 - 7) Approve Agency sponsored conferences and meetings which involve the attendance of 30 or more Agency employees.
 - 8) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
 - 9) Approve per diem within the 50 mile local travel area of the official station for their respective employees, under the criteria provided in the Federal Travel Regulation and Agency travel policy, for meetings and conferences; training; on-scene coordinators working at remedial or removal sites and for investigators, inspectors, auditors and legal personnel assigned to perform official duties outside of the EPA facilities and when advantageous to the federal government or the EPA.
 - 10) Approve, on a case-by-case basis, an exception or waiver to the required use of the EPA Travel Management Center or E-Gov Travel Service system when their employees' travel meets one of the conditions under Federal Travel Regulation 301-50.4.
 - 11) Approve, on a case-by-case basis, an exception or waiver to the requirement for their respective employees to apply for and use the federal government travel card for official travel. The exception should be based upon extenuating personal circumstances the employees describe.
- b. Delegated to the Chief Financial Officer and Deputy Chief Financial Officer the authority to:**
- 1) Approve other than coach-class, *first-class*, accommodations for Agency employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.
 - 2) Approve other than coach-class, *business-class*, accommodations for the Administrator, Deputy Administrator, Assistant Administrators and Regional Administrators under the criteria provided in the Federal Travel Regulation and Agency travel policy.
 - 3) Approve use of personal cash exceeding \$100 for transportation in a *nonemergency* situation.

- 4) Approve per diem within the 50-mile local travel area of the official station, under the criteria in the Federal Travel Regulation and Agency travel policy, for *Agency* employees *after* they incur travel expenses or for a unique situation. Note: A unique situation is one that presents other than routine travel circumstances. Examples include emergencies or emergency preparedness exercises which require employees to remain in the immediate vicinity of an EPA facility to return to duty on short notice.
 - 5) Temporarily lift, when necessary, the requirement for credit worthiness assessments for the application process for a travel card to ensure the safety of American citizens and property when a national emergency or a disaster occurs and disrupts normal travel activities. Credit worthiness assessments will continue when the situation stabilizes, for example, the national emergency ends.
- c. **Delegated to the Deputy Administrator the authority to approve other than coach-class, *first-class* or *business-class*, accommodations for the Chief Financial Officer under the criteria provided in the Federal Travel Regulation and Agency travel policy.**
 - d. **Delegated to the Chief Financial Officer the authority to approve other than coach-class, *first-class* or *business-class*, for the Deputy Chief Financial Officer under the criteria provided in the Federal Travel Regulation and Agency travel policy.**
 - e. **Delegated to the Deputy Chief of Staff in the Office of the Administrator and Deputy Assistant Administrator and Deputy Regional Administrator the authority to approve other than coach-class, *business-class*, accommodations for their employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.**
 - f. **Delegated to the Deputy Assistant Administrator and Deputy Regional Administrator the authority to approve per diem within the 50 mile local travel area of the official station for their employees, under the criteria provided in the Federal Travel Regulation and Agency travel policy, for meetings and conferences; training; on-scene coordinators working at remedial or removal sites and for investigators, inspectors, auditors and legal personnel assigned to perform official duties outside of the EPA facilities and when advantageous to the federal government or the EPA.**
3. **LIMITATIONS.** *As a matter of Agency policy and ethical considerations, employees (officials and staff) must not authorize or approve their own travel.* Program offices and regions must designate officials to authorize or approve travel. Additionally, alternate designated individuals must authorize or approve travel for travel authorizing officials. In the event that someone other than the designated official approves travel, the responsible office for employees must inform the Chief Financial Officer within five business days and must provide adequate justification why the designated official did not approve the travel documents.

4. REDELEGATION AUTHORITY.

Redelegation requires written documentation maintained in the delegation file in the appropriate office or region according to the EPA records management schedules.

- a. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to immediate supervisors the authority to:**

Approve employees' travel authorizations and travel vouchers for domestic travel. This includes use of personal cash exceeding \$100 for transportation in emergency situations when the Government Transportation Request, Government Centrally Billed Account and Individually Billed Account are unavailable; annual leave in conjunction with official travel and use of lodgings that do not meet the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391). *Further redelegation is not permitted.*

- b. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to Staff Directors or equivalents the authority to:**

- 1) Approve official change of station and first-duty moves, including extensions of real estate transactions, temporary quarters and storage of household goods related to relocation. This also includes approving related travel expenses under the Relocation Services Contractor, Move Management Contractor and all indefinite travel assignments expected to exceed 12 months or more.
- 2) Approve emergency travel due to illness, injury or a personal emergency.
- 3) Approve actual subsistence, up to the maximum percentage authorized in the Federal Travel Regulation, for per diem areas when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rates.
- 4) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency policy.

Further redelegation is not permitted for b. 1-4.

- c. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to Senior Resource Officials the authority to:**

- 1) Approve Agency sponsored conferences and meetings which involve attendance of 30 or more Agency employees.

- 2) Approve other than coach-class, *business-class*, accommodations for employees at their same level or below under the criteria provided in the Federal Travel Regulation and Agency policy.
- 3) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.

Further redelegation is not permitted for c.1-3.

d. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the position of Office Director or equivalent, the authority to:**

- 1) Approve, on a case-by-case basis, an exception or waiver to the required use of the EPA Travel Management Center or E-Gov Travel Service system when their employees' travel meets one of the conditions under Federal Travel Regulation 301-50.4.
- 2) Approve, on a case-by-case basis, an exception or waiver to the requirement for their respective employees to obtain and use the federal government travel cards for official travel. The exception should be based upon extenuating personal circumstances the employees describe.

Further redelegation is not permitted for d.1-d.2.

e. **The Chief Financial Officer and Deputy Chief Financial Officer may redelegate to the Director, Office of Financial Management the authority to approve other than coach-class, *first-class*, accommodations, including after-the-fact or post-travel waivers, for Agency employees under the criteria provided in the Federal Travel Regulation and Agency travel policy. *Further redelegation is not permitted.***

f. **The Chief Financial Officer and Deputy Chief Financial Officer *redelegate* to the Director, Office of Financial Management the authority to approve per diem within the 50 mile local travel area of the official station, under the criteria provided in the Federal Travel Regulation and Agency travel policy, for Agency employees, *after* they incur travel expenses or for travel that involve unique situations. *Further redelegation is not permitted.***

g. **The Chief Financial Officer and Deputy Chief Financial Officer *redelegate* to the Director, Cincinnati Finance Center the authority to approve use of personal cash exceeding \$100 for transportation in a *nonemergency* situation. *Further redelegation is not permitted.***

- h. Further redelegation is not permitted for the authority in paragraph 2.b.5 to temporarily lift of the requirement for credit worthiness assessment for the application process for a travel card to ensure the safety of American citizens and property when a national emergency or a disaster occurs and disrupts normal travel activities.

5. ADDITIONAL REFERENCES.

Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.



Delegation of Authority

1200 TN 433
09/13/2011

1-17 B International (Foreign and Invitational-Foreign) Travel

International travel is official business to, from, and within areas outside the 50 states; the District of Columbia; the Commonwealths of Puerto Rico and the Northern Mariana Islands; and territories of the United States.

1. AUTHORITY.

To approve international travel for the EPA employees, excluding employees of the EPA's Office of Inspector General, and individuals receiving invitational travel orders as authorized by the Federal Travel Regulation, published by the General Services Administration at 41 Code of Federal Regulations, Chapters 300 through 304. These regulations implement statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel or relocate at federal government expense.

2. TO WHOM DELEGATED.

a. **Delegated to the Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer the authority to:**

- 1) Approve international travel plan at the Assistant Administrators and Regional Administrators or Deputy Chief of Staff in the Office of the Administrator authorizing the business need for travel, specific contribution of employees and employees' travel arrangements.
- 2) Approve travel authorizations for international travel, official change of station and the use of Move Management Contractors.
- 3) Approve other than coach-class, *business-class*, accommodations for their respective employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- 4) Approve emergency travel due to illness, injury or a personal emergency.
- 5) Approve annual leave in conjunction with official international travel if the federal government incurs no additional costs.

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- 6) Approve actual subsistence for per diem areas outside the continental United States (the 48 States and the District of Columbia) when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rates.
 - 7) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.
 - 8) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
 - 9) Approve use of Foreign-Flag Carriers.
 - 10) Approve travel vouchers for international travel.
 - 11) Approve Agency sponsored conferences and meetings which involve the attendance of 30 or more Agency employees.
- b. **Delegated to the Assistant Administrator for the Office of International and Tribal Affairs the authority to approve *final* Agency authorization for all international travel plans, excluding travel plans for employees in the Office of Inspector General.**
 - c. **Delegated to the Chief Financial Officer and Deputy Chief Financial Officer the authority to:**
 - 1) Approve other than coach-class, *first-class*, accommodations for Agency employees, excluding employees in the Office of Inspector General, under the criteria provided in the Federal Travel Regulation and Agency travel policy.
 - 2) Approve the use of personal cash exceeding \$100 for transportation in a *nonemergency* situation.
3. **LIMITATIONS.**
- a. The Assistant Administrator for the Office of International and Tribal Affairs, or designee, must approve all international travel, excluding travel of employees in the Office of Inspector General, in advance. Approval requires the submission of an international trip plan, programmatic need, security situation and receipt of clearance from the Department of State.
 - b. Notwithstanding the limitation set forth in 3(a), above, the Assistant Administrator for the Office of International and Tribal Affairs, or designee, will act as agent for the Office of Inspector General to process country clearance requirements for the Office of Inspector General's employees who have been approved for travel.
 - c. Annual leave in conjunction with official international travel requires detailed information on the Office of International and Tribal Affairs' international trip plan with approval from the appropriate authorizing official listed under paragraph 2.a.

- d. International travel authorizations require approval after the appropriate official, listed under paragraph 2.a., approves the international trip plan.
- e. The *Administrator, Deputy Administrator, Assistant Administrators, and Regional Administrators* may use other than coach-class, *business-class*, accommodations, only with approval from the Chief Financial Officer, Deputy Chief Financial Officer or designee under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- f. The *Chief Financial Officer* may use other than coach-class, *business-class or first-class*, accommodations, only with approval from the Deputy Administrator under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- g. The *Deputy Chief Financial Officer* may use other than coach-class, *business-class or first-class*, accommodations, only with approval from the Chief Financial Officer under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- h. *As a matter of Agency policy, employees (officials and staff) must not authorize or approve their own travel.* Program offices and regions must designate officials to authorize or approve travel. Additionally, alternate designated individuals must authorize or approve travel for travel authorizing officials. In the event that someone other than the designated approves travel, the responsible office for employees must inform the Chief Financial Officer within five business days and must provide adequate justification why the designated official did not approve the travel documents.

4. REDELEGATION AUTHORITY.

Redelegation requires written documentation maintained in the delegation file in the appropriate office or region in accordance with the EPA records management schedules.

- a. **The Assistant Administrators and Regional Administrators may redelegate to the positions of Deputy Assistant Administrators and Deputy Regional Administrators or equivalent the authority to approve the international trip plan, authorizing the business need for travel, specific contribution of employees and employees' travel arrangements. *Further redelegation is not permitted.***
- b. **The Assistant Administrator for the Office of International and Tribal Affairs may redelegate to the position of the Office of International and Tribal Affairs Senior Resource Official or equivalent or designee the authority to approve final Agency authorization for all international trip plans. *Further redelegation is not permitted.***
- c. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the position of Senior Resource Official or designee the authority to approve travel authorizations for international travel, official change of station and the use of Move Management Contractors.**

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Note. The Senior Resource Official may redelegate one level below to an Office Director or equivalent, and give the authority to multiple approving officials as long as each official is at the same level. The Senior Resource Official must provide a certification to Cincinnati Finance Center of the re delegation annually (no later than October 1). Additionally, the Senior Resource Official is responsible for withdrawing a re delegation as needed and providing notification to the Cincinnati Finance Center and the Office of International and Tribal Affairs of any changes within 30 business days. *Further re delegation is not permitted.*

- d. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the position of Senior Resource Official or designee within the employees' organization and only the Deputy Chief of Staff Senior Resource Official who approves all international travel for the Office of the Administrator the authority to:**

- 1) Approve emergency travel due to illness, injury or a personal emergency.
- 2) Approve annual leave in conjunction with official international travel if the federal government incurs no additional costs.
- 3) Approve actual subsistence for per diem areas outside the continental United States (the 48 States and the District of Columbia) when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rates.
- 4) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regional and Agency travel policy.
- 5) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
- 6) Approve use of Foreign-Flag Carriers.

Further re delegation is not permitted for 4.d.1 through 4.d.6.

- e. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the position of Senior Resource Official level or designee for employees at their same level or below the authority to:**

Approve other than coach-class, *business-class*, accommodations for their respective employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.

- f. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the**

Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the Senior Resource Official level or designee within the employee's organization and in the case of the positions of Deputy Administrator and Chief of Staff, they may only redelegate to the position of Deputy Chief of Staff Senior Resource Official who approves all international travel for the Office of the Administrator the authority to:

- 1) Approve emergency travel due to illness, injury, or a personal emergency.
- 2) Approve annual leave in conjunction with official international travel if the federal government incurs no additional costs.
- 3) Approve actual subsistence for per diem areas outside the continental United States (the 48 States and the District of Columbia) when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rates.
- 4) Approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.
- 5) Approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
- 6) Approve use of Foreign-Flag Carriers.

Further redelegation is not permitted for 4.f.1 through 4.f.6.

- g. **The Deputy Administrator; Chief of Staff in the Office of the Administrator; Assistant Administrators and Deputy Chief of Staff in the Office of the Administrator; Regional Administrators; General Counsel and Chief Financial Officer may redelegate to the positions of Office Director or equivalent, and the appropriate Principal Assistants the authority to approve travel vouchers for international travel. *Further redelegation is not permitted.***
- h. **The Chief Financial Officer and Deputy Chief Financial Officer may redelegate to the position of Director, Office of Financial Management the authority to approve other than coach-class, *first-class*, accommodations for Agency employees under the criteria provided in the Federal Travel Regulation and Agency travel policy. *Further redelegation is not permitted.***
- i. **The Chief Financial Officer and Deputy Chief Financial Officer *redelegate* to the position of Director, Cincinnati Finance Center the authority to approve use of personal cash exceeding \$100 for transportation in a *nonemergency* situation. *Further redelegation is not permitted.***
- j. **Redelegation is not authorized for Agency sponsored conferences and meetings, which involve the attendance of 30 or more Agency employees.**

5. ADDITIONAL REFERENCE.

Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.

October 2006

EMERGENCY TRAVEL GUIDANCE

The following Questions and Answers (Q&As) provide information on travel policies and procedures for employees who are required to travel during a national disaster, emergency, or a pandemic health crisis. This document provides only quick guidance during an emergency situation. Employees are advised to contact their approving official for more detailed policy guidance.

- 1. What is reimbursable if I become ill during a national pandemic or injured during a national disaster or emergency while on travel and who should I contact to amend my Travel Authorization?**

You will be reimbursed:

- Lodging and meals at your location;
- Travel expenses to an alternate location for medical treatment;
- Travel expenses to return to your official duty station; and
- Transportation for a medically necessary attendant.

You should review your office's Continuity of Operations Plans (COOP) for management chain of command as to who can give verbal or signed approval of travel related emergency situation.

- 2. Are there any limits to my reimbursement if I become ill or injured while on travel?**

You will not be reimbursed for expenses incurred at a medical facility near your official duty station.

- 3. What should I do if I am required to travel before my travel authorization (TA) can be approved during a national emergency?**

You can travel with verbal approval from your travel authorizing official. However, your travel authorizing official must sign your TA as soon as possible.

- 4. Do the travel rules (for example, meals, lodging, use of common carrier) change because of emergency situations?**

No.

- 5. May I use a foreign air carrier?**

No, unless it is determined that use of an American air carrier would cause an unreasonable risk to your health and/or safety and is approved by management.

- 6. May I select an alternate mode of transportation in lieu of travel by common carrier?**

Yes, if the most cost effective method of transportation (air, train, or bus) poses a possible risk to your health and safety, undue hardship or interferes with the performance of official business, an alternative mode of transportation can be approved.

7. Will I be approved actual expenses if needed?

If the cost of lodging and meals increases because of the emergency situation, your approving official may authorize actual expenses up to 300% of per diem.

8. If an emergency occurs near my official duty station, and I am temporarily assigned to a rescue/recovery operation, am I entitled to reimbursement for lodging and meals?

The government cannot pay travel expenses at your official duty station, unless it is determined that the expenses are necessary during an extreme emergency involving protection of life and federal property. Consult your approving official for guidance.

9. If air transportation is delayed, re-routed, or grounded because of health or national emergency situations, what am I allowed to claim?

You will be reimbursed for meals and lodging for the location at which you were delayed or grounded or to which you were routed.

10. Who should I call if I am confused and do not know what to do?

You should carry a copy of your office's COOP. Contact your approving official on the contact list.

11. Where can I obtain information about airport security?

You can check the latest airport status by accessing the Federal Aviation Administration (FAA) web site at <http://www.faa.gov>. Also see Transportation Security Administration's web site at <http://www.tsa.gov/travelers/index.shtm> for additional airline instructions.

12. Under the heightened security standards, are e-tickets still valid?

Yes, e-tickets are valid.

13. If an emergency causes a cutback of airline services, must I continue to use the government contract airlines?

Yes. The requirement to use a government carrier remains in effect unless it is determined to be unavailable.

14. Are there any restrictions when renting a vehicle under the Government rental agreements?

There are no restrictions related to renting a car during an emergency situation unless common carrier is determined to be more practical and cost effective.

FREQUENTLY ASKED QUESTIONS ABOUT RIDES: THINGS TO KNOW ABOUT ETHICS, APPROPRIATIONS AND LIABILITY

As part of your official duties as an EPA employee, you may find yourself driving or riding in a government-owned vehicle (GOV), rental car or personally owned vehicle (POV). You also may be asked to give or share rides with non-federal employees (e.g., State or Tribal officials, contractors, family members). This document answers frequently asked questions about rides.

1. **May an EPA employee on official business ever *ask* for a ride in a vehicle owned or rented by a State/Tribal or local agency, contractor or other prohibited source (such as a PRP at a Superfund site)?**

No. That ride is considered a “gift” under the Standards of Ethical Conduct for Employees of the Executive Branch. 5 C.F.R. § 2635.203(b). As an EPA employee, you can’t *ever* directly or indirectly solicit or coerce the offering of a gift from a prohibited source. 5 C.F.R. § 2635.202(a) and (c)(2).

2. **May an EPA employee on official business accept a ride in a vehicle owned or rented by a State/Tribal or local agency?**

It depends. The ride is considered a “gift” under the gift regulations and is offered by a prohibited source because of your official position. 5 C.F.R. § 2635.203(b). You must follow the “gifts from outside sources” regulations found at 5 C.F.R. Part 2635, Subpart B.

Local travel. If you are not on temporary duty (TDY) status (50 miles or less from your duty station), then you may be able to accept the ride if it is worth \$20 or less. The gift exception at 5 C.F.R. § 2635.204(a) allows employees to accept unsolicited gifts that are worth \$20 or less per source per occasion, provided that the aggregate market value of individual gifts from any one person/entity doesn’t exceed \$50 in a calendar year. To evaluate whether the exception for gifts under \$20 applies, use the GSA mileage rate (\$0.56 per mile as of 2014).

However, it’s not as simple as, “rides under 36 miles [\$20/\$.56 mile] will always be OK.” Let’s say that you are touring several local sewage treatment plants and the water reclamation district offers you a ride between the various treatment plants and a box lunch. You have to aggregate the value of the lunch and the rides to determine whether the exception applies.

Temporary Duty Status. If you are on TDY status (more than 50 miles away from your duty station), then it may be possible for you to request—in advance—approval from OGC to accept travel expenses from a non-federal source. To do so, you must submit an electronic ethics travel form (at <http://intranet.epa.gov/ogc/ethics/travel.htm>) through your Deputy Ethics Official. Pursuant to 31 U.S.C. § 1353, OGC (not the individual traveler) may accept the gift of travel on behalf of EPA. Doing so does not inappropriately augment EPA’s travel budget, but you have to receive approval from OGC in advance of the acceptance; otherwise, you may be personally liable for the money.

3. May an EPA employee on official business accept a ride in a vehicle owned by an employee of a State/Tribal or local agency?

It depends. See answer to Number 2.

4. If an EPA employee on official business is a passenger in a vehicle operated by a State/Tribal or local agency employee, may the EPA employee offer to reimburse the State/Tribal or local agency employee for mileage costs, parking costs and tolls?

Yes, but only if the State/Tribal or local government does not charge the same costs to an EPA or other federal grant. EPA must reimburse the state or local government with travel funds.

If the State/Tribal or local agency is charging the cost of the trip to a federal grant, it must adjust these charges downward to reflect that EPA has provided reimbursement from non-grant (travel) funds. EPA cannot allow a grantee to use grant funds to pay the cost of federal travel, nor will OGC approve acceptance of any travel expenses that a non-federal entity offers using federal contract or grant money. Using grant funds in this way changes the character of the funds used to pay for travel; program funds would be used instead of travel funds and there would be issues under the Federal Grant and Cooperative Agreement Act (FGCAA) because the recipient would be using EPA financial assistance to provide a service for the direct use or benefit of EPA. Reimbursement to the State/Tribal or local agency with travel funds and a grantee's downward adjustment to grant charges resolves this issue. If the State/Tribal or local government will not adjust the charges, then you may not be a passenger in the vehicle.

In the event of an accident, EPA will not be liable under this arrangement.

5. May an EPA employee allow a State/Tribal or local agency employee to be a passenger in a GOV, rental car or POV being used for official business?

It depends. Under 31 U.S.C. § 1345, EPA funds are not available to pay for the transportation of non-federal individuals to meetings (a term DOJ's Office of Legal Counsel interprets broadly) unless otherwise authorized by law. If a State/Tribal or local agency employee (or an employee of a nongovernmental organization) is charging time to an EPA financial assistance agreement, then you may provide transportation as in kind assistance under the FGCAA. Otherwise, unless the State/Tribal or local agency employee is a recipient of an invitational travel order under 5 U.S.C. § 5703, the restrictions of 31 U.S.C. § 1345 apply. In that case, non-federal employees may ride along only if the vehicle has available extra seats and EPA does not expend any additional funds to accommodate the non-federal travelers (e.g., EPA does not rent a larger vehicle to accommodate the non-federal passengers).

This arrangement raises liability concerns, however, because the government may be liable under the Federal Tort Claims Act (FTCA) for injuries or property damage suffered by passengers and caused by you while acting within the scope of employment. Also note that

if you are not acting within the scope of employment when an accident occurs, you may be held personally liable for the resulting injuries or damages of passengers. Additionally, damage to POVs will not be covered in all instances. See 40 C.F.R. Part 14.

- 6. If an EPA employee is on official business, acting within the scope of employment, and has an accident while a State/Tribal or local agency employee is in the car, will the federal government handle claims that arise out of that accident?**

Yes. The claim will be adjudicated under the FTCA and the EPA Claims Officer would handle the process. Actual liability would be determined based on the specific facts of the case. Claims arising in foreign countries are generally not subject to the FTCA.

- 7. May an EPA employee on official business accept a ride in a vehicle owned or rented by a contractor?**

No. From an ethics perspective, if a contractor rents the car, then you cannot ride in it. This is considered an impermissible gift because the donor is a prohibited source and you are directly involved with that source as part of your official duties. OGC never authorizes approval of ethics travel (where the expense is paid by a non-federal entity) when the source of the money is a federal contract. EPA employees may not use federal contract money for their travel purposes. Doing so raises ethics concerns and is considered an improper use of contract funds.

For additional guidance, see EPA Order 1900.1A, "Interacting with Contractors."

- 8. May an EPA employee on official business allow a contractor to be a passenger in a government vehicle?**

Yes. You may permit a contractor to ride with you in a GOV, rental car or POV on official business. You should remind the contractor, however, that it cannot also bill the government contract for those transportation expenses. See also, answers to Numbers 5 and 6.

- 9. May an EPA employee on official business accept a ride from a PRP/Respondent/Defendant?**

This is not a good idea. Generally, EPA employees must "endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards." 5 C.F.R. § 2635.101(b)(14). Apply the reasonable person test: would a reasonable person have concerns about you taking a ride with an entity against which EPA is (or is considering) taking legal action? The likely answer is "yes," as your independence is reduced if you are accepting rides from an opposing party. If you absolutely must share a ride with a PRP/Respondent/Defendant, then you should be in the driver's seat. Furthermore, EPA must be careful to ensure that any costs it seeks to recover are properly accounted for and not double counted, either for or against the government.

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Local travel. If offered, you may ethically (but perhaps not prudently) accept a ride from a PRP/Respondent/Defendant if the ride is worth less than \$20. See 5 C.F.R. § 2635.204(a) and answer to Number 2.

Temporary Duty Status. Although it may be possible for you to accept a ride from the PRP/Respondent/Defendant while on travel, it's not a good idea. For example, even though technically you might be able to accept a short ride under the \$20 gift exception, there are appearance problems even with this modest gift. Further, OGC will never allow the use of the travel acceptance authority at 31 U.S.C. § 1353 in connection with any enforcement, litigation or audit function.

10. May an EPA employee on official business allow a PRP/Respondent/Defendant to be a passenger in a GOV, rental car or POV?

While not statutorily prohibited, this also is not a good idea. See answer to Number 9, regarding appearance issues. See also answers to Numbers 5 and 6.

11. May an EPA employee on official business allow a Congressional Representative, a Senator, or a member of the Congressmen's staff to be a passenger in a GOV, rental car or POV?

Yes. There are no ethics or appropriations concerns with Congressional Representatives, Senators or their staff riding in GOVs, rental cars or POVs while on official business because they are all federal employees. But see the discussion of potential liability in the answers to Numbers 5 and 6.

12. May an EPA employee on official business allow a member of the press or local politician to be a passenger in a GOV, rental car or POV?

It depends (but why would you?). See answer to Number 5.

13. If an EPA employee is on official business, acting within the scope of employment, and has an accident while a member of the press or local politician is in the car, how will the federal government handle claims that arise out of that accident?

See answer to Number 6.

14. May an EPA employee on official business be accompanied by a family member in a GOV, rental car or POV?

While not prohibited by statute, OGC strongly advises against family members accompanying federal employees in cars while on official travel because of liability issues.

Family members are not statutorily prohibited from accompanying EPA employees in GOVs, rental cars or POVs while on travel. Several Comptroller General decisions have noted that doing so is permissible "... where the transportation of a dependent in a Government vehicle

is such that the dependent merely accompanies an employee on an otherwise authorized trip scheduled for the transaction of official business, and the agency involved makes a determination that it is in the Government's interest for the dependent to accompany the employee (for instance, for morale purposes)" See 57 Comp. Gen. 226 (1978) and 68 Comp. Gen. 186 (1989). (Note: it *would be* a violation of 31 U.S.C. § 1344 to transport family members other than for official purposes or to permit family members to operate a GOV. It is also a violation of the U.S. Government Rental Car Agreement (USGRCA) to allow non-government travelers to operate rental cars secured for official government use.) Factors to consider in the case-by-case determination include, but are not limited to: employee morale, increased government liability, availability of space in the vehicle, possible disruption in routine that may occur if a large number of dependents accompany the employee, USGRCA (for rental cars) and the vehicle contract agreement with GSA (for GOVs).

Strictly from a liability perspective, as with other non-federal passengers, it is not in EPA's interest to allow family members to accompany EPA employees in vehicles on official business because there is increased liability exposure in the event of an accident. Specifically, if members of your family were injured due to your negligence while acting within the scope of employment, they could seek damages, like any third party, against EPA under the FTCA. The right to recovery would be controlled by the law of the jurisdiction where the accident occurred, in accordance with the FTCA. The FTCA liability analysis is the same if you are driving a rental car or POV. See also answers to Numbers 5 and 6.

In addition, if a member of your family was driving your POV during the course of your official business and was involved in an accident, as long as your conduct did not cause the accident, your family member would be personally liable for any damages resulting from the accident. Whether your private motor vehicle insurance would cover the situation would depend on your insurance policy's terms.

15. May an EPA paid intern drive or be a passenger in a GOV, rental car or POV in the course of official business?

Interns who are paid by EPA for the services they provide to the government and who are appointed to federal service are considered federal employees; therefore, the analysis for what interns may or may not do in the course of travel related to official duty is the same as for any other EPA employee.

16. May an EPA student volunteer (aka extern) drive or be a passenger in a GOV, rental car, or POV in the course of official business?

Student volunteers who serve EPA under the authority of 5 U.S.C. § 3111 are considered federal employees for three purposes: the transit subsidy program, workers' compensation benefits, and the FTCA. They may *not* operate GOVs because they are not federal employees (or contractors) for purposes of GSA's Motor Vehicle Management regulations at 41 C.F.R. Part 102-34. They may *not* operate rental vehicles because they are not Authorized Drivers under the USGRCA. OGC *strongly advises against this*; however, a

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student volunteer *may* be authorized to drive a POV for official business, and receive reimbursement for such use, but only under EPA's invitational travel authority at 5 U.S.C. § 5703, if it is determined that the student volunteer is providing a direct service to EPA.

As stated above, externs serving under the authority of 5 U.S.C. § 3111 are considered federal employees for the purposes of the FTCA; therefore, from a liability perspective, any injuries or damages to third parties caused by an extern serving under this authority in the course of performing official duties would be adjudicated under the FTCA. See also answers to Numbers 5 (especially relating to POV) and 6.

EPA student volunteers may be passengers in vehicles being used for official business in two circumstances: 1) if the vehicle has available extra seats and EPA does not expend any additional funds to accommodate them (see answer to Number 5); or 2) if EPA has issued proper invitational travel orders, then EPA can expend Agency resources to fund the student volunteers' travel, such as renting a larger vehicle to accommodate the student volunteers.

17. Does a non-federal employee riding in a vehicle operated by an EPA employee need independent insurance coverage in the event of an accident?

No. A non-federal passenger in a vehicle operated by you within the scope of your official duties doesn't need insurance, but there is liability exposure whenever a non-federal passenger is in a vehicle operated by a federal employee (rental, GOV or POV). If you negligently cause an accident, the non-federal passenger would be like any other third party who has the right to file a tort claim against the United States. You wouldn't have any personal exposure as long as you were acting within the scope of your employment.

18. May an EPA employee on travel for official business use a GOV or rental car to run errands, go out to eat, etc.?

It depends. Both GOVs and rental vehicles may only be used for official purposes. With respect to GOVs, under the Federal Travel Regulation (FTR), official purposes include traveling to "restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business." 41 C.F.R. § 301-10.201.

There is no parallel language in the FTR for rental vehicles, which also are referred to as "special conveyances." Rather, employees may use rental vehicles when the agency determines that it is advantageous to the government and specifically authorizes such use. 41 C.F.R. § 301-10.450. The USGCRA, however, does expressly state under the "Authorized Drivers" section that "Government employees who are age 18 or older, if otherwise eligible, may rent and operate vehicles under this Agreement when on official business." Although "official business" isn't defined, in the event you were in an accident while driving a rental from your hotel to a drug store or any of the establishments listed above, in all likelihood EPA would seek to ensure that the rental company provided full

coverage for any property damage or third party injury, as set forth in the USGCRA Insurance and Damage Liability sections.

Unauthorized use can subject an employee to administrative and/or criminal liability for misuse of government property. 41 C.F.R. § 301-10.202. It may be a misuse of government property if you use a GOV for personal or strictly recreational activities, such as sightseeing or fishing. Additionally, there may be serious implications if you operate a GOV or government-furnished rental car while intoxicated. In these situations, you would potentially be open to personal liability if there was an accident—liability for both the vehicle and for third party claims. Under the FTCA, state law would dictate whether you were acting within the scope of employment at the time and, thus, whether the United States would cover any resulting third party claims. Under the car rental agreement, the car company could potentially assert a claim against you directly for damage to the rental vehicle if EPA determined that you were not operating the vehicle for official travel at the time of the loss.

19. What if an EPA employee on official business is at a site or facility that is sufficiently large that a vehicle is needed to move around the site, but the owner has rules restricting access of vehicles within the site or facility boundaries?

There's a difference between transportation (i.e., from point A to point B, with an option for roundtrip) versus transport that takes place entirely within the bounds of a facility and where there are restrictions set by the facility owner. EPA's policy is to respect the restrictions imposed by facility owners absent a compelling reason recognized by federal law. Let's say that a facility makes everyone ride around in its vehicle, not just EPA employees. This kind of a ride is not a gift, but rather is an exclusion to the gift rule because it's the same opportunity or benefit available to all who have access to the facility. In other words, we don't have an option.

20. What happens if an EPA employee needs to drive a rental vehicle off-road in the course of official business?

Paragraph 9.b. of the USGCRA provides a list of exceptions to the car rental companies' general assumption of the risk of loss or damage to the rental vehicles. Exception 11 states: "Operation of the vehicle off paved, graded, state or professionally maintained roads, or driveways, except when the Company has agreed to this in writing beforehand." Thus, without advance agreement from the rental company to use a rental vehicle off-road, EPA and/or the EPA driver assumes the risk of rental vehicle damage. As off-road driving presumably increases the chances of the rental vehicle's sustaining tire damage, glass breakage or body damage due to flying debris, this could be a costly and substantial risk. Note that Paragraph 9.c. of the agreement permits the rental agency to seek recovery for such loss from EPA (or from the employee in some circumstances) directly. As long as you were acting within the scope of employment under state law and using the rental for an official purpose, EPA would likely pay the rental company for such damage under the authority of the FTCA.

References:

5 U.S.C. § 5703, Invitational Travel Authority
31 U.S.C. § 1344, Passenger carrier use
31 U.S.C. § 1345, Expenses of meetings
31 U.S.C. § 1353(a), Acceptance of travel and related expenses from non-federal sources
31 U.S.C. § 6301 *et seq.*, Federal Grant and Cooperative Agreement Act
Federal Tort Claims Act
5 C.F.R. § 2635.101, Basic obligation of federal service
5 C.F.R. Part 2635, Subpart B "Gifts from Outside Sources"
40 C.F.R. Part 14, Employee Personal Property Claims
41 C.F.R. Part 102-34, Motor Vehicle Management
41 C.F.R. § 300-1.1 *et seq.*, Federal Travel Regulation
EPA Order 1900.1A, "Interacting with Contractors"
U.S. Government Car Rental Agreement



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 15 2015

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Implementation of Executive Order 13693: Planning for Federal Sustainability in the Next Decade – EPA Roles and Responsibilities

FROM: A. Stanley Meiburg, Acting Deputy Administrator

TO: General Counsel
Assistant Administrators
Inspector General
Chief Financial Officer
Chief of Staff
Associate Administrators
Regional Administrators

President Obama on March 19, 2015, signed Executive Order 13693, Planning for Federal Sustainability in the Next Decade, to address the climate change threat both by taking action here at home and by showing leadership on the world stage. As part of his commitment to lead by example to curb emissions that are driving climate change, the President issued the executive order to cut the federal government's greenhouse-gas emissions by 40 percent from 2008 levels during the next decade, saving taxpayers up to \$18 billion in avoided energy costs. The executive order also aims to increase the federal government's consumption of energy from renewable sources to 30 percent.

To those ends, the executive order directs federal agencies to take a variety of actions to boost leadership in managing energy and water consumption; stormwater; vehicle fleets; waste diversion; green purchasing and sustainable acquisition; and other facility areas. The U.S. Environmental Protection Agency is leading the way in federal sustainability, and I am confident that we will continue on that path as we implement this new executive order.

The executive order requires agencies to designate a chief sustainability officer. Given that the majority of executive order requirements relate to how agencies manage and operate their facilities, the Administrator has named Karl Brooks, acting assistant administrator for the Office of Administration and Resources Management, as the agency's new chief sustainability officer.

In addition, there are opportunities throughout the executive order to advance many of the EPA's policy goals across the federal government by defining specific goals that demonstrate federal leadership. Accordingly, the Administrator has asked Joel Beauvais, associate administrator for the Office of Policy, to lead the coordination of EPA's intra- and interagency efforts on this front, including coordinating communications with the Council on Environmental Quality and the Office of the Federal

Environmental Executive. The Office of Policy will coordinate across the agency to ensure that the EPA policy positions are represented in the Office of Management and Budget/CEQ processes seeking to drive federal leadership. So I ask the Office of Water, Office of Solid Waste and Emergency Response, Office of Air and Radiation, Office of Chemical Safety and Pollution Prevention, Office of Research and Development and interested regions to designate a senior point of contact for policy positions and for helping to identify participants for the working groups established under the executive order. Please see the attached summary.

While we do not foresee the need to establish a formal workgroup to effectuate the EPA's intra- and interagency efforts, we expect that the Office of Policy will convene representatives of relevant offices and regions as needed to ensure close communication and coordination.

Please send your point of contact to Nena Shaw by June 26, 2015. Thank you for your continued work in helping the EPA and the federal government to lead by example in this sphere. I would also like to thank you in advance for your continued support for OARM and OP as we implement the requirements of Executive Order 13693.

Attachment

cc: Deputy Assistant Administrators
Deputy Regional Administrators
Assistant Regional Administrators
Vaughn Noga
Sandra Connors
Nena Shaw
Dan Amon

Executive Order 13693 Standing Working Groups and Temporary Topical Working Groups

Standing Working Groups:

Executive Order 13693 states that there will be standing working groups, which will work with the Council on Environmental Quality to provide assistance and provide support for implementing the executive order. The standing working groups include:

1. The Interagency Sustainability Working Group;
2. The Interagency Energy Management Task Force;
3. Interfuels;
4. Federal Sustainable Acquisition and Materials Management Practices Workgroup;
5. The Motor Vehicle Executive Council; and
6. The Federal Electronics Stewardship Working Group.

While these working groups were created to support Executive Order 13423, we will make sure to coordinate going forward with a renewed focus on the broader Administration goals.

Temporary Topical Working Groups:

The executive order also states that there will be temporary working groups set up to address:

1. Grid-based green power;
2. Data quality, collection and reporting;
3. Greenhouse-gas emissions associated with the transportation of federal freight and cargo;
4. Sustainability considerations in resilience planning;
5. Agency supply-chain climate vulnerability;
6. Recycled content paper;
7. Green infrastructure; and
8. Carbon uptake accounting and wood products.

As these temporary working are set up, OP will reach out to ensure appropriate agency participation.

From: Brooks, Karl

Sent: Wednesday, September 02, 2015 4:06 PM

To: Regional Administrators <RegionalAdministrators@epa.gov>

Cc: DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Amon, Dan <Amon.Dan@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>

Subject: Sustainability and Executive Order 13693 - Section 10

MEMORANDUM

SUBJECT: Sustainability and Executive Order 13693 - Section 10

FROM: Karl Brooks
Acting Assistant Administrator
Office of Administration and Resources Management

TO: Regional Administrators

As you may know, President Obama issued Executive Order 13693 on March 19, 2015. The E.O. Section 10 speaks to regional coordination, it states that within 180 days of the Executive Order (Sep. 21, 2015):

- Each EPA/GSA regional office, in coordination with the regional Federal Executive Boards, the Department of Defense, and other agencies convene regional interagency workgroups to address:
 - Fleet issues
 - Primarily fueling infrastructure for E-85, electric, and natural gas vehicles
 - Water resource management and drought response opportunities
 - Climate change preparedness and resilience planning
 - Collective procurement of clean energy for multiple agency buildings

To meet the deadline and begin the regional coordination effort, the Council of Environmental Quality and the Office of the Federal Chief Sustainability Officer are hosting a kick-off call on September 9, 2015 from 11 am to 12 pm eastern time for all GSA/EPA Regional Administrators. (call-in number to be announced). I suggest you ask your Assistant Regional Administrator and/or sustainability director to join you for the call.

E.O. 13693 section 10 regional workgroups should support the implementation of the E.O. at the regional and local level, where there is a concentration of federal offices and activities to leverage the resources of the federal community. Where appropriate, the Department of Defense and Federal Executive Boards should also play active roles in these working groups, and federal actions should be coordinated with state, local, and tribal communities.

Thank you for participating on the call to support EPA's sustainability efforts. OARM and the Office of Policy are working together on this issue to coordinate the effort for the agency. If you

have any questions, please either contact Joel Scheraga at 202 564-3385 or me at 202 564-4600.

cc: Deputy Regional Administrators
Assistant Regional Administrators
Dan Amon
Vaughn Noga

Karl Brooks
Acting Assistant Administrator
Office of Administration and Resources Management
Immediate Office
202-564-4600
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